**MRINAL DUTTA Phone Number – 8130814920**

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**Mrinaldutta1985@gmail.com**

**SUMMARY**

* Over 5 years of experience in human resource and recruitment.
* Issuance of offer letters, employment contracts and new hire package to new hires in the U.S. and Canada, conducting induction program about the company policies and procedures Carrying out the pre and post hire process, which includes conducting Background checks, verifying employment eligibility, checking forms like I9, W4, Drug, etc.
* Complete reference checks and review with hiring managers to ensure that all candidates meet the highest standards for quality and dependability.
* Successfully facilitation of New Hire into payroll and getting them into ADP.
* Preparation of employment verification/experience letters complying with the start and end dates and salaries as per the contracts which include collection of data from various departments.
* Carrying out termination process and preparation of termination/relieving letters.
* Provide advice, counsel and resolution to managers on a broad range of employee issues including general HR issues, policy interpretation, work conditions, employee development, performance management and succession planning.

**EDUCATION**

**Annamalai University**

* Master of Business Administration (M.B.A.), Human Resource
* Bachelor of Business Administration (B.B.A.), Management
* Bachelor of Academic Laws (B.A.L), 2013 – 2015

**WORK EXPERIENCE**

**Mobile Comm Professionals, Inc**

**Human Resources Manager**

**May 2014 – Present**

* Acts as first point of contact for employees for performance management and employee relations issues.
* Provide advice, counsel and resolution to managers on a broad range of employee issues including general HR issues, policy interpretation, work conditions, employee development, performance management and succession planning.
* Reviews, maintains and updates the Human resources online handbook and policy and procedures manuals as necessary. Communicates changes and updates to the workforce.
* Sending new hire paper work from DocuSign and accepting them after the candidates completing the documents.
* Than getting those into the system and finish the hiring process.
* With the help of Paycom process the payroll and any changes if required, Initiate the Drug and background with the help of GIS for NSN.
* Responsible for taking care prior to the payroll for all Time-sheet which includes Expense, Time-Offs and over time.
* Involved in the Project Management of SOW and Ongoing Projects. Hiring and keeping track of them.
* Maintaining the tracker for all the assets which are given to the consultants on projects, which includes GPS, Mobile, Inverter, Scanner, Gas Card and Laptops.
* All so getting in touch with them every week regarding any changes in the location of the project or assets.
* Coordinating with the Project manager's regarding the start and the termination updates.
* Adding the employees in to benefits such as Hummana (Dental), BCBS (Health).
* Take care of the entire process from CONREP, which includes Company Documents and Office Contracts.
* Also done recruitment for corporate office in US.
* With full responsibility of the audit which includes the entire process and all modules of Human Resource.
* Take care of the entire Human Resource activity in India Office.
* Conducts exit interviews to ensure proper information is captured, recorded, and is available for analysis.
* Participates in special projects and performs additional duties as required.

**TalentBurst**

**Human Resources Specialist**

**April 2013 – April 2014 (1 year 1 month)**

* Under the direction of the HR Director, ensure that the hiring and on-boarding process is executed from end-to-end for all positions.
* Ensure all hiring policies, procedures and techniques are adhered to and recommend improvements (i.e. offer approval forms, background checks, screenings).
* Complete reference checks and review with hiring managers to ensure that all candidates meet the highest standards for quality and dependability.
* Support the Talent Acquisition Team with the functions and activities of the Human Resources department inclusive of the New Hire / On-boarding process and Follow up with the Candidates for the paper work.
* Responsible for compliance with applicable laws and regulations as it pertains to new hires.
* Reviewing New Hire forms and legal documents like I-9, W4, Offer letter, Agreement and etc.
* Contacting employees to resolve any discrepancies or incomplete documentation
* Assisting employees regarding time-sheet submissions.
* Successfully facilitation of New Hire into payroll and getting them into ADP.
* Doing references check of the candidates and sending the information to Client.
* Provide additional support to the HR department as needed; act as back-up for the Benefits and Compensation functions.
* Supports resolution of employee relations issues.
* Acts as a liaison between staff and management to address various situations as necessary.
* Conducts exit interviews to ensure proper information is captured, recorded, and is available for analysis.
* Participates in special projects and performs additional duties as required.

**Infinite Computer Solutions**

**Sr. Executive -- Human Resources**

**July 2010 – April 2013 (2 years 9 months)**

* Issuance of offer letters, employment contracts and new hire package to new hires in the U.S. and Canada, conducting induction program about the company policies and procedures Carrying out the pre and post hire process, which includes conducting Background checks, verifying employment eligibility, checking forms like I9, W4, Drug, etc.
* Identifying the appropriate service providers for Health and life insurances to meet cost effective results in tune with the company requirements for their employees in the U.S.
* Set up contracts with Blue Cross Blue Shield of Michigan, Prudential Group, The Principal Financial Group in the U.S, Manu life and Sun life Insurance in Canada Setting up the employees into the various benefits programs like enrolling in to the Health and Life insurances enrolling in the 401k retirement benefits plans.
* Effecting changes regarding benefits e.g. addition/cancellation of new member into the health insurance etc. Contact various service providers i.e. The Principal Financial Group, ING, ADP Third Party Administrators regarding claims and other employee grievances and ensure total satisfaction.
* Preparation of employment verification/experience letters complying with the start and end dates and salaries as per the contracts which include collection of data from various departments.  
  Carrying out termination process and preparation of termination/relieving letters.
* Termination from Health Life Insurance's and enrollment into COBRA and ensure continued coverage.
* Working on weekly, monthly activity reports and apprising several departments and the management.
* Work with HR field and operations, and Payroll throughout the U.S. to coordinate certain personnel transactions (transfers, cost center changes, facility changes, etc.).