**Madhuchhanda Dey Mobile: +91 9910090381**

**Email:deymc2013@gmail.com Passport No: P4841985**

**Job Objective:**

Seeking Assignments in the domain of Human Resource Management with a high growth oriented organization in Delhi/Ncr.

**Areas of Expertise:**

* Talent Acquisition,
* Training and Development,
* Performance Management,
* Employee Engagement,
* HR Dashboard.

**Professional Synopsis:**

**CSV Techno Services Pvt. Ltd**

**Designation: Manager-HR** December 2018 to Present

Key Responsibilities:

* Recruitment and On-Boarding: Sourcing of profiles through job portals, Internal Database, employee references and social networking website.
* Involved in negotiation of salary and notice period with the new hires.
* Extend offer to selected candidates and prepare offer letter.
* On-boarding, Induction and Orientation.
* Background and employment verification.
* Sharing Login id and Password.
* Joining Formalities: Coordination with new entrants, their appointment letters, corporate salary accounts and other employment registration forms.
* Drafting and Issuing offer letters, appointment letters, confirmation letters, appraisal letter, relieving letters and experience letter.
* HR Policies and Practices: Formulate policies and practices for HRM and administration and follow up on successful implementation of the same with regular review. Keeps management and employees informed about change in HR policies.
* Payroll: Preparing and sharing the summary of new joiners with Accounts Department.
* Maintaining employee attendance report for salary processing.
* Resolve salary related issues and queries.
* Getting no-dues certificates from resigned employees and process their final settlements.
* Collecting all Income tax supporting documents timely and sharing with Accounts Department.
* Employee Welfare and Engagement:
* Ensuring the Hygienic environment in the office.
* Improve employee performance levels through teamwork, suggestion box, and Counseling, Rewards & Reorganizations / Appreciations letters.
* Scheduling yearly Medical checkup for all employees.
* Scheduling and organizing One on One meeting in the office.
* Preparing employee engagement calendar includes staff birthday celebration/ monthly team lunch/ team building activities/Quarterly Celebration in different festivals like Holi,Deepawali/ Annual Day Celebration.
* Payroll.
* Preparing and sharing the summary of new joiners to Accounts.
* Maintaining attendance report for salary processing.
* Make a list of monthly/quarterly performance incentive.
* Manage PF and ESIC and Minimum Wages.
* HR Admin.
* Identifying, evaluating, and finalizing the vendors.
* Overall management of office Admin.
* Monitoring and managing House keeping, Securities, stationery and other vendors.
* Exit Formalities.
* Maintenance of Employee Resignation Database and Exit Documentation.
* Conduct Exit Interviews and document the reviews and shared to Senior Management and do the constructive discussion with management to reduce future turnover.
* F&F Settlements.

**Nucleus Microsystems Pvt. Ltd, New Delhi**

**Designation:** Asst. Manager-HR January 2014 to November 2017

**Key Responsibilities:**

* Manpower planning based on business requirements and attrition. Attracting talent through Job Portals, Newspaper Advertisements and Recruitment agencies.
* Background verification for new recruits.
* Responsible for On Boarding, Induction and of joining formalities for New Hire and Background Verification.
* Taking Care of Salary accounts, ID cards, PC allocation, Visiting cards for new joiners.
* Compile and update employee records.(Both hard and soft copies).
* Ensuring that HR Policies are followed by employees and educating employees if any changes in policies.
* Resolved HR related queries for all employees.
* Employee Grievance handling through conducting open house meeting, HR sessions, One to One meetings.
* Manage end to end payroll inputs on monthly basis.
* Closure of full and final settlement as per agreed timelines.
* Address Payroll related queries on monthly basis.
* Monthly Incentive Payout Management.
* Designed Appraisal forms designation wise.
* Making Increment Letters.
* Identifying the training needs and making yearly training calendar.
* Roll out internal communications (Engagement Calendars, Policy changes, Holiday Calendar).
* Arrange fun programs like Birthday Celebrations, and games on the floor to maintain higher employee satisfaction.
* Maintenance of Employee Resignation Database, conducting Exit Interviews, Coordinating for Exit Documentation.
* F&F Settlements.
* Prepare reports(e.g training, performance, efficiency, quality and different adhoc reports)

**Administration:**

* Coordinating with vendors for procuring various services and negotiating with them for cost effective prices.
* Manage Office Stationary, housekeeping team, AMC and Insurance renewals.

***Celeste Chocolates, Delhi***

**Designation:** Sr.Executive-HR November 2013 to December 2013

**Key Responsibilities:**

* Responsible for recruitment, Verification and pre-medical checkups.
* Induction training, process training.
* Payroll inputs to finance department.
* Attendance Management,
* F&F Settlement.

***Exl Services, Noida***

**Designation:** Sr. Executive-Delivery Support Analyst February 2006 to January 2010

(Resource Management)

**Key Responsibilities:**

* Work with Onshore Clients and Offshore Stakeholders and understand the business issues by research the data and prepare reports.
* Training and Development for new as well as existing employees, also taking feedback for effectiveness of training.
* Identify improvements in the current process.
* Prepare reports relating to different personnel activities like Training, Performance feedback, Leave etc.

**Academia**

* **PGDHRM from SCDL, Pune year 2011**
* **BSc from Dibrugarh University, Assam year 1998**

**Personal Details:**

* **Date of Birth:** 21st May 1976.
* **Languages Known:** English, Hindi
* **Marital Status:** Single.
* **Address:** Kalkaji ,New Delhi

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

**Madhuchhanda Dey**