**DURBADAL MUKHERJEE**

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**Executive Summary**

* A result oriented professional with over **9 plus** years of experience.
* A certified yellow Belt HR Professional with expertise in end-to-end HR operations spanning – Recruitment, Training, Leave / Attendance management, Appraisals, Transfer management, Head count validations, Exit management and HR Audit.
* Hands on different HR systems for onsite and offshore.
* Proficient in MS Word, Power Point, Excel; Linguistic expertise: English, Hindi & Bengali.
* MBA from “Graduate School of Business and Administration, Greater Noida” 2006-2008; M.Com from Kanpur University (2005)
* Working on HR ITap tool, Exit management application, Transfer management application, SAP zhdar (internal SAP access tool), Transfer management application etc.
* **Career Synopsis**

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| **Organization Name** | **Role** | **Reporting** |
| HCL Technologies Ltd. (Dec’14 – till date) | * HR Executive; Handling end-to-end HR processes | * HR Deputy Manager and HR Manager |
| HDFC Bank Ltd. (Dec’13 – Aug’14) | * Operations Manager | * PB Authorizer And Branch Manager |
| Birla Sun life Asset Management Ltd. (Dec’12 – Dec’13) | * Executive | * Banking Channel Head |
| NJ India Invest (P) Ltd. (May’08 – Jul’12) | * Assistant Manager | * Zonal Head |

**Experience Details**

* **Certified yellow Belt HR Professional** with comprehensive experience in the field of **Talent Acquisition, Employee Engagement & Communication, Talent Management & Retention, HR Operations** Currently working with **HCL Technologies LTD.**
* Strategic HR partner executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization utilizing attentiveness, trust, and respect Manage business relationships with all key stakeholders and clients.
* Expert in recruiting the people, according to the company policy and process.
* Worked in Branch Banking operations and financial planner.
* Comprehensive expertise in Financial investment analysis, HR operations, Corporate trainer, employee engagement expert and Team leader.

***Work History:-***

**HR Executive Operations and IT recruiter**

**12/2014 to current HCL Technologies LTD - Noida**

**HR Operations : Part of a team that has been instrumental in creating highest till date employee satisfaction for India as well as onsite.**

* Responsible for **Creation & implementation of all the Policies & Processes** as per the requirements in Exit management, Leave Management, Transfer management, Head count validations and Attendance Management (Time sheet Management)etc.
* Supporting manpower of all HCL employees offshore and onsite plus internal headcount for policies & process related concerns.
* **Reviewing the policies and processes** regularly to ensure smooth functioning and to be in line with various changes in the organization as a work flow partner.
* High focus on Internal Customer: **Reduced TAT on closure of employee queries** and concerns from smart service (SSD tool) within 48 hrs.
* Making **headcount report and exit report and other HRSS** for the HR leaders and the HR Team.

**Exit Process**

* Responsible for sending the **Exit process e-mails** to employee and all stakeholders.
* **Liaison between Business HR / Line Managers** & Employees on concerns related to Full & Final Settlements.
* **Following Up with all the other stakeholders** (Asset /Security/ Line Manager/ Benefit Team) to share the clearance for F&F settlement within SLA from last working day.
* **Imparting Exit trainings to Line managers and exiting employees** of the month to ensure smooth transition out from the organization.
* **Handling exit related enquires from line managers** / Business HR / employees on pre & post settlement. .
* Initiating Voluntary and Involuntary resignation of employees after receiving confirmation from Onsite HR as per process guidelines.
* Giving Exit Clearances through application.

**Leave management Process:**

* Making HR adjustment/leave balance updating as per requirement post getting approval from onsite/offshore HR.
* Coordinating with Policy team in case of any difference in functionality of the application as compared to policy and for local laws related clarification.
* Coordinating with EHS in case leave logic/leave balance has an impact on payroll.
* Provided approvals for all leaves through application and resolve the critical issues through backend team with coordination with HR and application team members.

**Talent Acquisition- Recruitments**

* **Experienced in Full Life Cycle recruiting** including interfacing with delivery Heads sourcing/prescreening candidates, developing competitive job offers and tracking candidates via the various job boards, industry contacts and internal candidate database.
* **Working with the management to maintain succession and resource plans** to meet future business needs.
* **Tracking Manpower requisition** as per Business Requirement.
* **Sourcing candidates** through various recruitment channels- job portals, employee referrals, Internal Job postings ,Head Hunting.
* **Short-listing candidates as per the skill specifications** and matrix of the given position & coordinating interviews with delivery head and processors.
* **Reference Check and Salary negotiation** of short listed candidates.
* **Recruiting technical people for Level 2, Level 3 and Level 4** for the organization as per the requirements through head hunting, recruitment portals etc.
* Ensure background and reference checks of selected candidates are completed.
* Uploading & Screening of the profiles on ITAP, Changing stages of a candidate in ITAP

**HDFC BANK LTD**

**(Banking and Finance) ( DEC 2013 - AUG 2014)**

* Worked as a Banker, Branch banking operations and Trainer, where dealing with client portfolio and handling in-house banking operations like cash, Non cash transactions, Forex trading, Financial analysis as per the requirement of the client along with support for internal audit to the bank. Strategizing long-term business directions of the region to ensure maximum profitability in line with organizational objectives.
* To coordinate with operations staff for enhancing the productivity and doing the people management.

**Birla Sun life Asset Management Com. LTD - ( DEC ‘2012 – DEC ‘ 2013)**

**(*Finance)***

* Worked as an Executive for the banking channels and improvising the business through bankers.
* Trained the bankers for enhancing their productivity of the business. Handled branch portfolios.
* Provided financial analysis as per the requirement of the existing bank clients.

**NJ India Invest Pvt. Ltd. - (MAY’ 2008 – JUL’ 2012)**

***(Finance and Investment analysis)***

* Lead the team of 100 professional Financial Planner as well as 3 Unit Managers and 4 operation executives.
* Recruited the financial planners for enhancing the business and provide training for AMFI (Association of Mutual funds in India).
* Delivered Financial Planning with Analysis of different data to the **HNI, CORPORATES AND FINANCIAL PLANNERS** to make the investments easier.
* Lead the operation team and executive and Sr. Executives for the business.

**Academic Qualifications**

* **Post Graduate Diploma in Business and Administration (MBA).**
* **M.Com.** from Kanpur University.

**Key Skills**

* HRSS Applications implementer and process executive.
* Exit management process coordinator.
* Leave management process coordinator with policy team.
* HR recruitment processor and coordination.
* Processor of financial planning tool.

**( DURBADAL MUKHERJEE )**