

RABI BAISHYA

Human Resource Executive

CAREER OBJECTIVES:-

Interested in working with a reputed and well-managed organization where my potential is utilized to the fullest, thereby leading to the organization as well as my career in the organization.

Contact:-

E-mail Id:- rabi.baishya01@gmail.com

Address:- House No. 781, Chakkarpur, Gurugram, Haryana - 122001

Mobile No :- 7982927937, 9871684207

Personal Profile:

Father's Name :- Mantu Baishya

Date of Birth :- 29th Sep 1996

Gender :- Male

Nationality :- Indian

Lang. Known :- Hindi & English

Marital Status :- Unmarried

STRENGTHS:

Ambitious & strong, positive attitude toward goal achievements and action oriented. Burning desire for break through improvement by hard work & responsibility.

EXPERIENCE: -

Flipkart Private Limited

HR-Executive 18th July'2022 to till now

Job Responsibilities: -

- Complete process of New Onboarding.
- What needs to be checked compliance Like ESIC, PF, UAN, Contract Extension, closure (HR Audit).
- New Hire Orientation, Refresher Courses, Induction/IR/ER session.
- Coaching Log, Warning Letters & in case of Extreme action Termination (Actions on Deviations).
- Background Verifications process.
- Team building and other activities of floor & FTEs as well (Engagement R&R).
- Hiring Tracker, Diversity, Attrition - Voluntary & Involuntary, Attendance for Third Party Vendors (HR Reports).
- Vendors management.

Blinkit (Formerly Grofers) India Pvt. Ltd.

HR-Executive 25th May'2021 to 23rd June'2022

Job Responsibilities: -

- Full life cycle recruitment across multiple levels, (Sales, Delivery boy, customer support, Store Manager, Account Assistant Operation).
- Cold-called to candidate weekly and let them know about new opportunities.
- work with recruitment team to develop new branding strategies for the company.
- Recruiting F&E's
- Handling Onboarding & ID creation.
- Vendor Management.
- Analyzing and validating data, updating records, storing documents, ensuring data security.
- Validating & maintaining account details.
- Coordinating with local HR (Ground HR) for new onboarding and termination of manpower.

Bonphul Air Products Pvt. Ltd

Gurugram (1 Year 5 Months)

Job Responsibilities: -

- Maintaining & storing the data records.
- Data handling.
- Scheduling and rescheduling appointments, attending phone calls and performing customer service duties.

EDUCATIONAL QUALIFICATIONS: -

- Graduation (B.A.) from Indira Gandhi National Open University (IGNOU) Delhi
- Intermediate from Indira Gandhi National Open University (IGNOU) Delhi, 2016
- High School from C.B.S.E Board West Bengal Board, 2014



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