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Mobile: XXXXXXXXXXXXX

Email: XXXXXXXXXXX

CAREER OBJECTIVE

To constantly update my knowledge, experience and understanding of Human Resource Management, by working in a performance driven organisation of repute.

SYNOPSIS

- A result oriented HR professional with 7 years of qualitative experience in Recruitment, Selection, HR & IR Operation, Salary & Payroll Administration, Compensation & Benefits and Employee Relations.
- Planner & implementer with expertise in managing entire requirements.
- Strong exposure of handling the entire HR Payroll & Operations part in the company and also the PF, ESI and P.Tax.

❖ **EXPERIENCE CHRONOLOGY**

Currently Employed with XXXXXXXXX

Period: XXXXXXX

Designation: XXXXXXX

Reporting to: MD

Key Deliverables & Highlights:

Manpower Planning & Recruitment Process:

- Designed and implemented recruitment strategy. Handling complete recruitment cycle i.e. from Manpower Planning till hiring the suitable candidate.
- Headhunting the talent through Job portal, Placement agencies, Campus interview, Walk -ins etc.
- Involved in selection & screening process of face-to-face interviews for conducting first round interview, final interview assessment, and negotiation on various aspects for Salary, role & position offered

Induction & Joining Formalities:

- Process the offer letter-after all compliance checking.
- Salary Negotiation with the concern Employee.
- Complete the joining formalities i.e. Collect the required documents, creation of login Id for employee self services, introduce and set the KRA for new joiners, design reporting system & assign mentor as per the respective department wise.
- Verification of documents of new joined employees

Attendance, Payroll & Salary Administration:

- Attendance collection from Dept for Employee Salary Processing as per payroll cycle.
- Maintaining Leave status & Incentive calculation.
- Verification of salary draft from dept's before salary disbursements.
- Processing salary invoice with the Business/Dept head approval.
- Verification & updating new joined employees Bank account & PAN before salary payout.
- Processing employee local conveyance Allowances.

HR Operations:

- Handling Employee Promotion, Salary revision process.
- Clarify the Employee Grievance and various issues/queries on leave policy, Salary payment.
- Maintain & Update various MIS report, Monthly Manpower, salary disbursement.
- Employee engagement - convey the Dept. on employees & employer PF contributions, ESIC & P. Tax monthly, quarterly and yearly challans and returns preparation and submission by the help of accounts department.

- Handling IR and Legal issues too.
- Providing Training.

Full & Final Settlement and Exit Process:

- Processing employee's resignation details for Full & Final Settlement and acknowledged the Full & Final calculation from concern dept for final invoicing.

❖ **Previous Assignments:**

XXXXXXXXXXXX

Period: XXXXXXXXXXXX

Designation: XXXXXXXXX

Reporting to: Vice President

Key Deliverables & Highlights:

Manpower Planning & Recruitment Process:

- Sourcing the candidate from different job placement agency and handling end-to-end recruitment.
- Processing offer letter after candidature approval received from all departments.
- Doing reference checking for verification of candidate's previous status.
- Offer the job after all statutory checking & salary negotiation with the candidate.
- Maintenance of Payroll.
- Handling IR issues.
- Housekeeping Management.
- Vendor Management.

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Period: XXXXXXXXXXXX

Designation: XXXXXXXXX

Reporting to: Head HR -Operation

Key Deliverables & Highlights:

- Recruitment.
- Maintenance and updating of staff incentive files.
- Car Insurance and Maintenance.
- Co-ordination with different Govt. & other regulatory bodies.
- Monitoring of employee data base in regards to company paid mobile phones & land phone bills.
- Machine Maintenance (Fax, Printers, Photocopier, Hot Beverages machine, Water Dispenser & Shredder).
- Monitoring the Attendance & Leave Processes.
- Preparing different type of HR related MIS
- Billing, Debtors Management.
- Clarify the Employee Grievance and various issues/queries.
- Hotel reservation and Banquet Booking.

XXXXXXXXXXXX

Period: XXXXXXXXX

Designation: XXXXXXX

Reporting to: Head HR & Admin

Key Deliverables & Highlights:

- Salary processing.
- Handling a part of IR issues.
- Maintaining internal audit docs.

- Providing staff ESIC benefit as per ESIC policy.
- Updating various MIS.
- Vendor Management.
- Housekeeping Management.
- Co-ordination with different Govt and other statutory bodies.

SCHOLASTICS:

- **Bachelor of Commerce** - in XXXXXX
From University of Calcutta

COMPUTER KNOWLEDGE:

OTHER QUALIFICATION:

- M.B.A (Human Resource)

Project Undertaken

- Did a study on Employer and Employee relation in a Manufacturing Industry "**Universal Paper Mills Private Limited**".

PERSONAL DOSSIER

- **Date of Birth** : XXXXXXX
- **Father's Name** : XXXXXXXX
- **Marital Status** : Single
- **Nationality** : Indian
- **Languages Known** : English, Hindi, and Bengal
- **Present Address** : XXXXXXXXXXXX
Pin - 712233
- **Subject of Interest** : Classical Singing, Recitation, Painting, Swimming, Reading Books
And Journals.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:**Place:**

SIGNATURE .