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XXXXXXXX

P.O: Hindmotor; Dist: Hooghly,

Pin: 712233

Contact nos: XXXXXXXXXXX

Email: XXXXXXXXXX

Objective: to work in a professional environment that would provide me a sound platform of learning & development.

Skill Set:

- Excellent People Management and Negotiation Skills
- Good Command & Control, Supervising skills
- High degree of Dedication
- Highly proactive & self motivated.
- Good computer skills

Professional Experience

XXXXXXXXXXXX - HR Manager & Admin from July 2012 till date

- Helping Higher Management in the process of recruitment by arranging for interview and other documentation
- Handling IR and legal issues too.
- Providing training.
- Housekeeping Management.
- Arranging periodical interview with the employees on their performance with KRA.
- PF, ESI and PT monthly, quarterly and yearly Challans and returns preparation and submission by the help of accounts department.

XXXXXXXXXXXX - Sr. Executive HR & admin (Jan'2011 to July 2012 date.)

- Helping Higher Management in the process of recruitment by arranging for interview and other documentation.
- Handling IR issues.
- Employee relationship management.
- Providing training.
- Updating varied MIS .
- Vendor Management.
- Housekeeping management.
- Maintenance of Payroll
- Arranging periodical interview with the employees on their performance with KRA.

- PF, ESI and PT monthly, quarterly and yearly challans and returns preparation and submission.

XXXXXXXXXX - Sr. Executive HR & admin (Dec 2007 to Dec 2010)

- Recruitment.
- Maintenance and updating of staff incentive file.
- Employee relationship management.
- Updating varied MIS
- Inventory management.
- Car insurance & maintenance.
- Co-ordination with different Govt & other regulatory bodies.
- Monitoring of employee database in regards to company paid mobile phone & land phone bills.
- Housekeeping management.
- Bill processing.
- Calendar booking.
- Vendor management.
- Updating varied MIS .
- Machine maintenance (fax, printers, photocopier; hot beverages machine, water dispenser & shredder).
- Conducting Induction training for new hires.
- Hotel reservation & Banquet bookings.

XXXXXXXXXX (July, 2006 to Oct, 2007)

- Recruitment.
- Inventory management.
- Bill processing.
- Maintenance and updating of staff incentive file.
- Managing and Distribute work
- Data addition and Modification.

Educational Qualification.

- M.B.A (Human Resource)
- B.Com from Calcutta University in 2001.
- Higher Secondary (10 + 2) under W.B.C.H.S.E. in 1998.
- Secondary examination under W.B.B.S.E. in 1996.

Project Undertaken:

Did a study on employer and employee relation in a Manufacturing Industry.

Universal Paper Mills Private Limited

Areas of Interest:

- Classical singing
- Recitation.
- Painting
- Swimming
- Reading books & journals.

Personal details

Date of birth:	XXXXXXX
Father's name:	XXXXXXXX
Marital Status:	Single
Nationality:	Indian