

In quest of professional enrichments in **Human Resource Management** with a growth oriented organization of repute.

Preferred Location: Kolkata / Bangalore / Hyderabad / Pune

### Profile Summary

- Offering over 6 years of experience in all facets of Human Resource Administration functions.
- Presently associated with **Abc** (HR)
- Completed Post Graduate Diploma in Human Resource Management from Symbiosis Centre for Distance Learning
- Proficient in ensuring smooth implementation of HR policies for recruitment, selection, induction, orientation and development of new employees.
- Gained experience of working in close coordination with consultants and colleges for shortlisting suitable candidates.
- Sound knowledge and management acumen in optimizing resources and maintaining HRIS (Human Resource Information System), managing complete employee life cycle and handling performance appraisals.
- Adept at managing people, maintaining healthy employee relations, handling employee grievances thus creating a progressive environment.
- An effective communicator with the ability to motivate personnel towards achieving organisational objectives and adhering to industry best practices.

### Core Skills

Recruitment / Resourcing	Employee Life Cycle Management	Performance Management
Induction & Orientation	Employee Welfare	Grievance Handling
Liaison / Coordination	Report Preparation	HRIS Management
Relationship Management	Policy Formulation	Employee Engagement

### Career Scan

**Since May'08 with Abc. as Officer (HR)**  
(Formerly known as Dishergarh Power Supply Company Ltd.)

#### Role:

- Overseeing the entire gamut of HR function including managing entire employee life cycle, Performance Appraisal, employee engagement and people management.
- Partnering with senior to create vision, policies, strategic goals and objectives for the business unit.
- Coordinated with leadership to manage talent acquisition, campus recruitments, etc. as per the requirement.
- Ensuring on-time goal setting process and conducting goal audits for 100% compliance.
- Handling overall co-ordination of recruitment, induction, exit & ensuring cultural fit.
- Generating and maintaining HR & IR reports for facilitating strategic decisions for the organization.
- Preparing HR reports like compensation analysis, skill set matrix, age matrix, qualification matrix, profile analysis, CTC comparisons, manpower analysis, etc.
- Responsible for managing Employee Service Files at the corporate office and plants.
- Ensuring timely confirmation of probationers, implementation of increments.
- Performing internal transfers of employees such as inter group companies, inter locations and inter departmental.
- Handling Performance Management System and identifying scope for improving the same.
- Preparing reports for appraisal system as per performance review and development plan based on KRA; calculating fitment for the promotion cases.
- Organizing employee communication meetings & ensuring timely redressal of grievances / concerns to achieve employee satisfaction.
- Inducting new joiners into the organization, preparing joining kits, and processing all joining formalities.
- Formulating various strategies and actions to increase employee engagement and commitment.
- Designing IR reports in close co-ordination with the personnel departments at the power plants.

#### Significant Highlights:

- Significant exposure to complete Employee Lifecycle Management right from joining, induction, process/ confirmation, till smooth exit process.
- Handled activities like campus recruitment, policy formation, employee engagement programs & recruitment.

### Previous Assignments

**Nov'07 – Jan'08**                      **Abc**                      **Client Servicing Executive**  
Key Accounts Handled: Arvind Brands- Megamart, Himalaya Healthcare, Mantri Developers.

**Apr'07 – Oct'07**                      **Abc**                      **Client Servicing Executive**

Key Accounts Handled: Radio Indigo, Narayna Hrudayalaya and Tally Academy.

Jan'07 – Mar'07

Abc

Client Servicing Executive

Key Accounts Handled: C. Krishniah Chetty & Sons and Strides Arcolab.

### Academic Qualifications

2013 PGDHRM from Abc  
2007 Master of Arts (Mass Communication) from Abc  
2005 B.A. (English Honours) from Abc  
2002 12<sup>th</sup> from Abc  
2000 10<sup>th</sup> from Abc

### Other Course

→ Completed a 12 year course in Creative Dance from Abc

**IT Skill:** Well versed with MS Office and Internet Applications.

### Internships

(Sep'06 – Dec'06): Worked as an Intern with Abc on accounts like Reliance Polymers, Mico and Wipro.

(Mar'06 – Apr'06): Worked with Abc, Kolkata as Intern. Worked with the client servicing department of Re-diffusion and on projects for its clients like Anmol Biscuits, fi, Airtel and B.M.Birla Heart Research Centre, etc.

(Oct'05 – Nov'05): Interned with Abc and worked on issues like domestic violence, rape and woman trafficking. Developed several posters and researched on above issues.

### Beyond Curriculum

→ Actively involved in:

- Marketing Your Opinion, the monthly college newspaper of COMMITS.
- Organizing the college seminar of COMMITS, "FLICKERS" in December 2005 and acquired sponsorships for the seminar.

→ Suggested an idea about event management while organizing the seminar.

→ Took part in a global public relations project called Globcomm and served as a part of an international team; created public relation strategies for the German Tourism Department in 2006.

→ Served as a content developer for a social online community called Minglebox in August-September, 2006.

→ Worked for pitches to be made to clients as a part of the advertising course in the curriculum

### Awards & Accolades

→ Won Inter-school essay competition by writing an essay on "Women in the 21st Century" in 1999.

→ Recognized with the Best Dancer Award for 2 years (2001 & 2002) in Lady Brabourne College, Kolkata.

### Personal Dossier

Date of Birth: 23<sup>rd</sup> September 1983  
Address : Abc  
Language Proficiency: English, Bengali and Hindi