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## ARNAB CHOUDHURY

**OBJECTIVE** Being a committed team player, want to be a part of an Organization, to be a part of the growth, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the Organization.

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### SKILLS & ABILITIES

- Communication skills
- Interpersonal skills
- Coordination skills
- Knowledge on Operating Systems (Windows XP, 7, 8, 8.1)
- Knowledge on Application packages (Windows Office)

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### EXPERIENCE

#### **BHARTI AIRTEL LTD (PAYROLL OF QUESS CORP LTD), KOLKATA**

November 2021- Present

Core Responsibilities Includes:

- Conducting employee Onboarding by coordinating with new joiners regarding form fill-ups for ID Card, Visiting Card and CUG Connection, attending the induction session.
- Actively coordinating in different HR initiatives for Employee Engagement activities.
- Managing cab vendors on regular basis and keep a track to ensure the booking of the employees are confirmed.
- Cross checking of the MIS received from cab vendors regarding Invoice creation and billing.
- Maintaining monthly MIS.

#### **RELIANCE RETAIL LTD, KOLKATA**

December 2020- March 2021

Core Responsibilities Includes:

- Recruitment for managerial positions (Store Managers, Asst. Store Managers, Pharmacists & Business Correspondents) for upcoming and ongoing smart stores across West Bengal.
- Bulk hiring of associates (avg 300 per month) and coordination with consultants to fulfill the store manpower requirements.
- Document verification, negotiation and CTC finalization

with candidates and rolling out offer letters.

- Conducting employee onboarding procedure.
- Maintaining monthly MIS.

**PS GROUP REALTY PVT LTD, KOLKATA**

December 2016- June 2020

Core Responsibilities Includes:

- Talent acquisition through proper sourcing from social media and job portals which includes Naukri, LinkedIn.
- End to end Background Verification of new joiners which includes pre background verification from the candidate's previous organization before joining and post background verification from the candidate's current organization after joining.
- Conducting Employee Onboarding procedure by coordinating with the new joiners regarding form fill-ups, documents collections for Statutory compliances, EC generation, biometric registration, ID card creation and workstation set-up and Induction procedure which includes a detailed presentation about the company.
- Maintaining complete HR database management and digitization of HR documents and all employee files.
- Assisting in attendance & payroll by cross checking of data; also looking after the leave of employees by adding leave balances to new joiners and employees post confirmation on pro-rata basis, adjusting leave balances as and when required.
- Coordination with the consultants for monthly statutory compliance which includes challan creation of PF and ESIC and filing the same, updating the employee portals with the PF UAN numbers and ESIC numbers, coordination with the employees regarding PF UAN portal activation,
- Coordination regarding employee confirmation by collecting feedbacks from concerned heads and management post 6 months completion of new joiners, letter preparation.
- Updating the HRIS system with employee details such as leave balances, confirmation status and updating personal details as and when required.
- Monthly site visits across all active projects to address the queries and issues of employees at site level.
- Actively coordinating in different HR initiatives for

employee engagement activities.

- Maintaining monthly MIS.

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EDUCATION

- **MASTERS IN HUMAN RESOURCE MANAGEMENT FROM IISWBM, KOLKATA (2016)**
- **BACHELOR IN BUSINESS ADMINISTRATION FROM TECHNO INDIA, KOLKATA (2013)**

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COMMUNICATION

- **ENGLISH-** Read, Write, Speak
- **HINDI-** Read, Write, Speak
- **BENGALI-** Read, Write, Speak

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ACTIVITIES &  
INTERESTS

- Photography
- Travelling
- Listening music
- Swimming
- Playing football