

Durga Rani Chakraborty

Business HR

A Human Resource professional with 6+ years of experience across industries

ranichakraborty4@gmail.com ✉

91 – 7439371385 📞

91 – 8017319826 📞

Address - NESTS Coop housing society Ltd., block CC-22, action 📍

area 1, Newtown Kolkata India 700156, Kolkata, India



Career Objectives

Seeking challenging assignments in HR Domain with an organization of high repute. Hands on experience in HR generalist affairs, including experience in employee recruitment and retention, payroll, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.

Skilled at developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

Well versed with HR deliverables, policy & procedure.

PROFILE SUMMARY

Staff Recruitment

Orientation & On- Boarding

Kronos & Oracle [Attendance & Leaves]

HR Operation

Salary Negotiation

HRIS

HR Payroll

HR Policies & Procedures

PF, ESI & Medclaim, Maternity

Employee Relations

Leave Policy

Statutory Compliances

Employee Engagement

Benefits Administration

Grievance Handling

Employee Exit Formalities

Employee Separation Formalities

EDUCATION

Study Program

Bengal Institute of Business Studies

Vidyasagar University (2014 – 2016) Kolkata WB

MBA in Human Resource (HR) and Marketing

Brainware Business School (2010 – 2013) Kolkata WB

Punjab Technical University

BBA in Human Resource (HR) and Marketing

Diploma in Computer application from ICA.

WORK EXPERIENCE

06/2013 – 07/2014	Time For The Web	HR Generalist
03/2015 – 04/2016	Falqume India Technology Pvt.Ltd	HR Executive
04/2016 – 04/2018	Sigma Supply Chain Solutation Pvt.Ltd	HR Executive
05/2018 – 05/2019	Imedx Information Services Pvt.Ltd	HR Executive
05/2019 To Present	PVR LIMITED	Business HR

Accountabilities:

Recruitment

- End to end Recruitment – Screening, Shortlisting, Selection of the right candidates for vacant position.
- Preparation of J.D.s for new vacant positions with the help of concerned departments.
- Job posting, searching suitable candidates in Job Portals, and profiling them for various roles in the organization.
- Scheduling interviews, coordinating with the HODs.
- Used various tools for Recruitment - Naukri, Timesjob.
- Coordination with Business Head for Interview for final process.
- Taking first round of interviews for screening the right candidates
- Taking telephonic and face to face interviews and short listing of candidates for technical rounds.

Induction

- Carrying out the induction process of new joiners.
- Organizing orientation program for the new joiners by head of the departments.

Joining Formalities

- Handing joining formalities which includes giving joining kit, database updating, induction, welcome note & hand over new joiner to reporting manager,
- On boarding and fresher training, new employee follows up
- Identifying problems for new hires and coordinating with other departments to solve attendance
- Update in MIS
- Resolving queries
- Taking care all HR operational activities (Biometric Punching, ID Cards Submission, Visiting card Submission, Bank Account Updation)
- Back ground Verification, employee documents handling
- Managing employee joining data in the HRIS.

HR Operation

- Internal-external HR Audit Handling,
- Preparing employee Joining, Confirmation, Release Letters.
- Preparing and issuing joining, confirmation, promotion, increment, show cause and termination letters

Campus Interview

- Visiting Institute for campus recruitment.

HR Budget

- Preparation of monthly budget of HR Department.
- Verify bills against HR purchases to get approval from HOD.
- Prepare report of monthly HR expenses under specific account heads.

Payroll System

- Keeping track of Attendance in (**KRONOS**)
- Managing **HRIS (ORACLE CLOUD)**
- Calculating of Employee Salaries & preparing Salary cheques.
- Every month payroll sing - off of all employees ON-Roll & Off – Roll.
- Preparing attendance inputs for payroll processing.
- Calculating PF & ESIC contribution.
- Preparing salary register.
- Preparing list of new joiners, salary revisions, absconding staff and relieved staff.
- Addressing salary related queries.

Employee Engagement Activities

- Monthly Birthday Celebration.
- Employee of the Month.
- Monthly Activities For Employees
- Employee of the Quarter.
- Employee of the Year.
- Annual refreshment like picnic.

Attendance & Leave

- Maintaining the leave management system
- Managing the Attendance Management System (**KRONOS**)
- **Managing HRIS (ORACLE CLOUD)**
- TR , OT & Leave calculation etc.
- Maintaining and Tracking employee leave.
- Calculating of leave entitlement and other benefits for the employee.

General Administration

- Coordinating with all the departments.
- Laisoning and negotiating with statutory depts.
- Overseeing Facilities, Housekeeping and Security.
- Uniform Handling
- Managing stationeries, receiving and sending of couriers, parcels.

Exit Formality

- Conducting the Exit Interview implementing and executing the exit formalities
- Analyzing the exit forms.
- Full & Final settlement.
- Taking care of Exit formalities & Co-ordination with Resignation & FNF , absconding & Termination cases.

Summary Of Work Role:

Perform an active role as Location HR Incharge & managed entire cycle to enhance business development and managing employees to managing the employers and the whole HR department as well.

PERSONAL DOSSIER

Date of Birth: 09/09/1990
Permanent Address: Bongaigaon, Assam, Pin – 783380
Languages Known : English, Hindi, Bengali & Assamese