

KUHELI MITRA

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PROFILE: Self driven peak performing professional, results oriented and motivated Human Resources Administrator with more than **Nine years of extensive experience** in executing and coordinating all general human resources functions. Effective communicator accustomed to working independently or in group environments. Offers strong attention to detail, highly professional attitude, excellent problem-solving skills, and well-developed time management abilities.

Synopsis

Organization	Position	Roles	Duration	Total years of Experience(Y :M)
Path image Instruments Co	Back-office Executive	Assist and support administrative staff in their operations, coordinate with sales and marketing teams, document and report making, scheduling appointments, maintaining records, and welcoming new company employees, handling payroll and maintaining attendance records, managing company's information technology systems, interpreting data, analysing data and implementing data collection systems.	February 2013- Jan 2014	11 months
Winnow Infotech	HR & Admin Executive	Maintaining physical and digital personnel records like employment contracts and PTO requests, updating internal databases with new hire information, Creating, and distributing guidelines and FAQ documents about company policies, Working on payroll data like bank accounts and working days, Scheduling job interviews and contact candidates as needed, preparing reports and presentations on HR-related metrics like total number of hires by department, develop training and onboarding material, respond to employees' questions about benefits (for example, number of vacation days they are eligible for.	Jan 2014 - March 2017	3.2
Bhandari Automobile	Telemarketing Executive	Delivering scripted talks that describe the company's products or services, explaining products and product prices, answering customer information about products, calling	April 2017- May 2018	1.1

		prospective customers by operating telephone equipment, automatic dialing systems, informing staff of individual and overall sales targets to promote accountability within the team, training new hires and monitoring current staff to ensure consistency in performance.		
Vikram India ltd	HR & Admin Executive	Forming and maintaining employee records, updating databases internally, such as sick and maternity leave, Preparing and amending where necessary HR documents, i.e., employment contracts and recruitment guides, working with payroll server by providing the department with relevant employee information, i.e., holiday and sick days taken, making of attendance sheet, costing, overtime hours calculation etc, Updating internal databases with new hire information	June 2018-December 2021	3.5
Pallishree Ltd	Ast.Manager-Hr. & Admin	Work related to Hr. which includes recruitment/hiring, advertising in job portal, Increment and Admin work which includes all vehicles RTO/license /pollution/CF and other paper works, Guest arrangement which includes hotel booking, and other arrangement, Ac servicing and AMC related work etc	December 2021-March 15th2023	1.3
Bonie Apparels Pvt Ltd	Manager Hr.	Work related to recruitment of skilled and unskilled women from different sources like villages, and Ngo and enhancing employment to uneducated women at various department of the organization, engagement in ISO audit and welfare, SEDEX 4 pillar audit looking after pay roll and day to day attendance, overtime, and other database with new hire information	March17th 2023 to continue	3 months
Total Working Experience				9.40

Career Graph

- Expertise in working with pay roll server for creating spreadsheet related to attendance, overtime, and all sorts of data entry work.
- Crystal clear communication with workmen and staff for resolving daily problems and troubleshooting of the same.
- Strong leadership quality in handling all management staffs, setting all meeting schedule on daily basis.
- Shortlisting resume of candidates and communicating them for the interviews and making a folder management of the same for present and x employees.

Key Skills

Highly flexible and having instant adaptation capability applying the following techniques:

- Strong knowledge regarding pay roll server and its working principle.
- Expertise in Excel, Word, Pivot table, Power Point presentation, Adobe flash & Photo Shop, Internet browsing, Emails.
- Expertise in Graphics designing.
- Familiarity with SEDEX 4 pillar audit and ISO 9000 audit.
- Strong communication skills in all three languages.
- Familiarity with Human resource system and management
- Basic knowledge of labor act and laws.
- Ability to prioritize important projects.
- Strong leadership qualities and can handle multiple problems and do the trouble shooting.
- Creative mind in doing Value addition job for every new consignment.

Certified in: Payroll & Compliance from I4 Best.

Academic Qualification

- Post Graduated from University of Rabindra Bharti in the year 2005, in M.A. Bengali.
- Graduated from University of Calcutta in the year 2003, in B.A. Bengali (Honors).
- Passed Higher Secondary from West Bengal Council of Higher Secondary Education in the year of 2000.
- Passed Secondary from West Bengal Board of Secondary Education in the year of 1998.

HOBBIES

- Listening to music
- Net Surfing

Personal details

Husband's Name	Shyamal Mitra
Date of Birth	30th December ,1981
Gender	Female
Nationality	Indian
Marital Status & Kids	Married & one
Languages known	Bengali, English, Hindi

Declaration

I declare that the information mentioned here in my resume is correct and complete to the best of my knowledge.

Place: Kolkata

Date-----

Thanks & Regards

Kuheli Mitra

