



# Curriculum Vitae

DOITI SARKAR

I am an energetic and result driven professional, with expertise in HR Profession with reasonable hands-on skill. I am having 9 years of experience in HR Department in industries like Logistic, Dairy Product and currently QSR. I am confident, detail-oriented, versatile team player, ability to manage complex situations.

**Profile as on  
01-Sep-2021**

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I believe in a persuasive, singled-mined approach to achieve goals, **strong organizational skills** and also demonstrated ability to be in a structured deadline-driven environment.

### Career Objectives:

To work for a team & company, which boost my career aspiration, by way of leveraging knowledge acquired through a combination of professional and academic experience and also provides me an opportunity to contribute towards the growth of the company.

### Education Summary

Course	University / Board / Institution	Area	Year of Passing
MBA	Management Institute of Durgapur (Affiliated to West Bengal University Of Technology)	HR (Major) & Marketing (Minor)	2011
B.Com	University of Burdwan	Commerce	2009
Class XII	C.B.S.E	Commerce	2006
Class X	C.B.S.E	Eng, Science, Social Science, Math	2004

### Employment Summary:

From	To	Organization	Designation
Apr,19	Till Date	Keventers-The Original Milkshake	Assistant Manager-HR
Dec,17	Mar ,19	Keventers-The Original Milkshake	Sr. Executive-HR
Oct.,13	Dec,17	Shreedhar Milk Food Ltd.-New Delhi	Sr. Executive-HR
Sept.,11	Sept.,13	Lalitairways Pvt. Ltd.-New Delhi	Employee Relation Executive

### Experience Profile – in details

Role	KEY RESPONSIBILITY AREAS:
Super Milk Products Pvt. Ltd. (Keventers)-The Original Milkshake (Assistant Manager-HR)	<b>Handling Employees Life Cycle from On-boarding to Separation:</b> <ul style="list-style-type: none"><li>On board employee &amp; complete all the joining formalities</li><li>Generating &amp; issue all letters related to employee life cycle.</li><li>Employee Creation and generate Employee Code (<b>Adrenalin 5.4</b>).</li><li>Ensuring monthly payroll closing with high accuracy &amp; as per monthly Payroll Calendar through (<b>Adrenalin 5.4</b>) &amp; disbursed on time.</li><li>Monthly Statutory compliance complete on stipulated time (EPF, ESIC, PT, &amp; LWF as per periodicity)</li><li>File Annual Return as per Act on time.</li><li>Implement new Compliance as per notification on time.</li><li>Prepare Annual Report (Bonus, leave encashment &amp; Gratuity) and disburse as per rule.</li><li>Employee benefit on insurance policy proper maintenance monthly addition &amp; deletion</li></ul>

	<p>and share the same with vendor for enrollment on time. And keep monthly record of Insurance CD balance &amp; refund and reconciliation with accounts time basis.</p> <ul style="list-style-type: none"> <li>• Providing Group Health Insurance Cards as well as TIC cards to the employees and also keep coordinate with employees as per requirements.</li> <li>• Prepare &amp; close the Full &amp; Final Settlement on time schedule as per defined Policy.</li> <li>• Preparing fortnight &amp; monthly attendance dashboard for all the employees and share with HRBP.</li> <li>• Prepare record for KYC of employees in EPFO &amp; ESIC Portal.</li> <li>• Keep track on Apprentice hiring as per rule &amp; enroll on time.</li> <li>• Keep proper track to pay Minimum wages as per State without deviation</li> <li>• Also support to complete the HR Audit monthly/ quarterly / yearly.</li> <li>• Assisting with the appraisal process and complete all the process till implement in payroll &amp; letters preparation &amp; handover.</li> </ul> <p>And also, knowledge of using the portal of <b>ZingHR for employee life cycle record &amp; Payroll process</b></p>
<p>Shreedhar Milk Food Ltd.- Sr. Executive-HR</p>	<p><b>Maintaining employee’s database and documentation from joining to releasing:</b></p> <ul style="list-style-type: none"> <li>• To handle recruitment of positions assigned from the management &amp; completing all the joining formalities of new joiners.</li> <li>• Maintain the personal file of all the new joiners.</li> <li>• To arrange for induction of new employees as per SOP and introduce new employee with peers, subordinates, superior and work place.</li> <li>• Attendance &amp; Leave Management.</li> <li>• To ensure all Salary/Wages are prepared and disbursed on time.</li> <li>• Prepare PF contribution details and paid on time.</li> <li>• Activate UAN &amp; KYC of new employee.</li> <li>• Preparing increment details as per assessing report collect from respective departments.</li> <li>• Preparing the full &amp; final settlement of employees in accordance with the organizational policies.</li> </ul> <p><b>Admin responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Taking daily demand from marketing executives and transfer to the plant for production.</li> <li>• Collection the sales data form Sales Staff and compile these data and preparing reports on daily, Weekly, Monthly basis to find Deviation, Area wise, Distributor’s wise, and send to Management.</li> <li>• Maintaining plant stocks and utilizing reports</li> </ul>
<p>Lalitairways Pvt Ltd.- Employee Relation Executive</p>	<p><b>Maintaining employee database and documentation from joining to releasing.</b></p> <ol style="list-style-type: none"> <li>(i) Preparing Offer Letter, Appointment Letter, Salary Annexure.</li> <li>(ii) Preparing Experience Letter, Relieving Letter.</li> <li>(iii) Preliminary Interaction with Employee on reason of Resignation.</li> <li>(iv) Retaining Employee.</li> <li>(v) Conducting exit interview on resignation acceptance.</li> </ol> <p><b>Maintaining Employee Record in “VISUAL PAY SOFTWARE”</b></p> <p><b>Attendance Management, Leave Record, Salary (Payroll Process), Statutory Deduction (PF, Bonus, E.S.I &amp; Gratuity) Maintain MIS &amp; Register.</b></p> <p><b>Admin responsibilities:</b></p> <p>Handling <b>“ACM SOFTWARE”</b> for billing purpose of our clients</p>

### Internship / Projects

Company	Type	Subject	Year
Supreme Industries Ltd.,Durgapur		Effect of Organizational Changes on the Employee Satisfaction VIS–A-VIS Job Involvement.	2010

### Training Summary

Areas	Particulars
SAP- ERP 6	ES, OM, Recruitment, Time Management & Payroll worked on Team Project on Implementation.
Computer Knowledge	Good in MS Office, V-Lookup

### Achievements / Extra Curricular Activities:

Areas	Particulars
Sports	Won 2 <sup>nd</sup> prize in 100 mts race in school sports
Corporate Achievement	Launched In-House Payroll Module Single handedly

### Personal Details

Areas	Particulars
Date of Birth	05 <sup>th</sup> November,1988
Fathers Name	Ashok Sarkar
Present Address	Flat No. 606, 6th Floor, Tower F-2, Panchsheel Pinnacle Greens, Sector 16B, Greater Noida West, Greater Noida, UP 201308
Hobbies:	<ul style="list-style-type: none"><li>• Listening music</li><li>• Reading Books</li><li>• Drawing</li><li>• Voice Dubbing</li></ul>
Nationality	Indian