

***To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent and ability with an intention to be an asset to the company***

* A highly motivated and results driven human resource executive who has over six years’ of invaluable experience with a leading and developing successful human resource team.

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | ***Summary*** |  Skilled in numerous human resource fields, including, recruitment, payroll and |  |  |
|  |  |  |  |  |  |  | administration. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Having the ability to handle complex assignments effectively and possessing the |  |  |
|  |  |  |  |  |  |  | confidence to work as part of a team or independently. |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | **Human Resource** |  | **Management** |  |  | **Personal** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Administration | Decision Making | Analytical Mind |  |  |
|  |  |  |  |  |  | Employee Relations | Effective Delegation | Attention To Detail |  |  |
|  |  |  | ***Skills*** |  | HRIS Technologies | HR Records Management | Communication Skills |  |  |
|  |  |  |  | Orientation & On–boarding | Supervisory Skills | Good IT Knowledge |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Payroll Administration | Team Management | High Levels of Integrity |  |  |
|  |  |  |  |  |  | Performance Management | Strategic Thinking | Negotiating |  |  |
|  |  |  |  |  |  | Time Management |  |  | Presentation Skills |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | Problem Solving |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | **MANAGER – PEOPLE EXPERIENCE & LEARNING** |  | **January 2016 – Present** |  |  |
|  |  |  |  |  |  | ***YSG Cabs and Logistics Private Limited, Kolkata, West Bengal*** |  |  |
|  |  |  |  |  |  | ***(Previously known as Autechtra Services Private Limited) (under Your Services Group)*** |  |  |
|  |  |  |  |  |  | *YSG Cabs and Logistics Private Limited is a family investment firm that focuses in the* |  |  |
|  |  |  |  |  |  | *transport and transport enabled industries.* |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Working in a start–up environment driving consistency and best practice across the |  |  |
|  |  |  |  |  |  | company. Responsible for improving the company’s human resource policy & |  |  |
|  |  |  |  |  |  | procedures, HRIS, Administration, Performance Management, Recruitment & |  |  |
|  |  |  |  |  |  | Retention and Orientation & On–boarding by keeping accurate records. |  |  |
|  |  |  |  |  |  | **Job Role :** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  On–boarding |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Conducting induction from HR department and coordination with other |  |  |
|  |  |  |  |  |  |  | departments for induction |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Salary negotiation, preparing of salary structure, issuing interview call letters, offer |  |  |
|  |  |  | ***Employment Recital*** |  |  | letters, appointment Letters, confirmation letters and all related letters as per |  |  |
|  |  |  |  |  |  |  | requirement |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Managing HRMIS |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Maintaining attendance using Biometric machine |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Payroll process for all employees |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Maintaining leave register of all employees |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Maintaining employee personnel records |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Helped in preparing HR budget with senior management |  |  |
|  |  |  |  |  |  |  Employee Engagement programs, like birthday celebration, women’s day |  |  |
|  |  |  |  |  |  |  | celebration, etc. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Organizing motivational | and welfare activities i.e. picnic, festivals, social and |  |  |
|  |  |  |  |  |  |  | cultural activities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Relieving formalities of resigned employees |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  Handle HR generalist workplace issues |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  General Administration |  |  |  |  |  |  |  |  |  |  |  |  |
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**OFFICER – HUMAN RESOURCE** **July 2011 – June 2015**

***Ratnasagar Herbals Private Limited, Kolkata, West Bengal***

*A leading skin care brand ‘JOY’ conceived in 1988, consists of wide range of personnel care products, focused on skin care and hair care segment, manufactured and marketed by Ratnasagar Herbals Private Limited.*

Working with a busy and high volume environment driving consistency and best practice across the company. Responsible for improving the company’s human resource policy & procedures, HRIS, Administration, Performance Management, Recruitment & Retention and Orientation & On–boarding by keeping accurate records.

**Job Role :**

* Sourcing, screening and short listing the candidates’ profiles from the registered, unregistered data banks and referrals as per the skill requirements of the companies
* Communicating and coordinating with placement consultancies, giving them manpower requisitions as per requirement
* Interviewing candidates to identify the right fit in the relevant position
* Communicating with different colleges for campus hiring to source fresh talent
* Joining formalities
* Conducting induction from HR department and coordination with other departments for induction
* Salary negotiation, preparing of salary structure, issuing interview call letters, offer letters, appointment Letters, confirmation letters and all related letters as per requirement
* Managing HRMIS
* Maintaining attendance using Biometric machine
* Payroll process for all employees through Visual Pay software
* Maintaining leave register of all employees
* Maintaining employee personnel records
* Employee Group benefits administration
* Performance Appraisal
* Helped in preparing HR budget with senior management
* Employee Engagement programs, like birthday celebration, lottery, etc.
* Organizing motivational and welfare activities i.e. picnic, festivals, social and cultural activities
* Relieving formalities of resigned employees
* Handle HR generalist workplace issues
* General Administration

**ASSISTANT IN CHARGE – HR, PLANNING & TRAINING** **April 2008 – February 2009**

***MPS Greenery Developers Private Limited, Kolkata, West Bengal (under MPS Group of Companies)***

*MPS Group of Companies provides various kinds of food, aqua marine products, hospitality services and greenery developers for people.*

**Career Progress with MPS :**

* Joined as *Chief Business Executive* *–* *HR, Planning & Training* in April 2008
* Promoted as *Assistant In charge* *–* *HR, Planning & Training* in August 2008

**Team Size :** Administer 2 member’s team to distribute jobs.

**Job Role :**

* Identifying manpower requirement through proper planning and analysis
* Sourcing, screening and short listing the candidates’ profiles from the registered, unregistered data banks, walk-ins, advertisements, job portals and referrals as per the skill requirements of the companies
* Communicating and coordinating with placement consultancies, giving them manpower requisitions as per requirement
* Interviewing candidates to identify the right fit in the relevant position
* Joining formalities of entire group
* Prepared training schedule which covers Induction, ISO, Software or any other

behavioural training

* Processed salary for entire group using Ms Excel
* Checking and maintaining of attendance register as per Act
* Maintained leave register of all confirmed or non-confirmed employees after proper verification
* Liaison with all regional office and plant for various reports, like attendance, etc.
* Liaison with all concerned officers for salary process
* Maintaining registers as per The Shop & Establishment Act
* Calculation of working days of all confirmed employees, left on for all resigned employees for PF department
* Processing of salary advance and leave encashment after proper verification
* Full & Final settlement process for resigned employees
* Maintaining HRIS
* Managing employee personnel records
* Administer HR budget
* Handle HR generalist workplace issues
* Relieving formalities of resigned employees
* Worked with ISO implementation team for the orientation - Identifying training needs, Preparing training calendar, Preparing training budget

**MANAGEMENT TRAINEE – HUMAN RESOURCE** **July 2007 – March 2008**

***Ruchi Soya Industries Limited, Haldia, West Bengal***

*Ruchi Soya Industries Limited (Brand Name – ‘Nutrela’) is the leading manufacturer of high quality edible oils, vanaspati, bakery fats and soya foods with a turnover of Rs. 11,915 crores and highest exporter of soya meals and lecithin from India.*

**Job Role :**

* Initial screening, shortlisting of candidates and coordinating interviews at all level
* Completing all joining formalities for newly hired employees and creating their personal files
* Prepared induction presentation for new joiners and co–ordinating with various department heads to conduct the induction program
* Coordinating various training and development programs for employees as well as for workers in areas like Induction, Time Management, ISO awareness, 5S, etc
* Coordinate in training process, maintain the records and prepare various presentations of training programs
* Helped in process of performance appraisal and salary increment of employees and workers
* Manage attendance and leave register as per Act
* Prepared salary structure, issuing interview call letters, offer letters, appointment letters, confirmation letters, promotion letters, all related letters as per requirement
* Processed payroll for employees in the plant through payroll software
* Looking after the issues related to PF, ESIC and Labour Law
* Processed Leave encashment after proper verification
* Processed overtime pay outs after proper verification of overtime register
* Relieving formalities of resigned employees
* Manpower controlling by analysing of on-roll and casual workers in accordance with various departments
* Participated in trade unions issues with senior
* Daily plant visit for manpower checking
* Organizing motivational and welfare employee engagement activities, like potluck, picnic, New Year celebration, puja celebration, birthday, etc.
* Coordination with HO for various workplace issues
* Maintaining healthy, harmonious and progressive relationship between employer/ employees and workers
* Solving employees/ workers workplace grievances

**PHONE BANKING OFFICER** **December 2004 – August 2005**

***ICICI Bank Limited, Kolkata, West Bengal***

***(under Adecco payroll)***

*ICICI Bank is a leading second–largest bank in India with total assets of USD 75 billion at March 31, 2009.*

**Job Role :**

 Managing customer records

 Served customers with regards to their banking inquiries on deposits, cards, life insurance and any other ICICI Bank product

 Managed inbound and outbound phone calls, emails for servicing of customer inquiries

 Coordinating with marketing executives

 Performed back office functions like making MIS reports, etc

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|  |  | West Bengal University of Technology | 2005 – 2007 |  |
|  |  | (Presently known as “Maulana Abul Kalam Azad University of Technology” |  |  |  |
|  |  | Haldia Institute of Technology |  |  |  |  |
| ***Professional Qualification*** | **Master in Business Administration (MBA)** |  |  |  |
| *Human Resource Management (Major) & Marketing Management (Minor)* |  |  |  |
|  |  |  |  |  |
|  |  | Brainware Computer Academy |  | 2003 – 2004 |  |
|  |  | **Diploma in Financial Accounting** |  |  |  |
|  |  | *TALLY, FACT, ACCORD* |  |  |  |  |  |
|  |  |  Title : Training & Development – Its Aspects & Evaluative Areas |  |  |  |
|  |  |  Company : Steel Authority of India Limited (SAIL) |  |  |  |
| ***Project during MBA*** |  Project Location : Kolkata |  |  |  |
|  Duration : May 2006 – July 2006 |  |  |  |
|  |  |  |  |  |
|  |  |  Details : 1. Process of Training of employees in SAIL |  |  |  |
|  |  | 2. Evaluation process after training in SAIL |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | University of Calcutta |  |  | 2001 – 2004 |  |
|  |  | Surendranath (Day) College |  |  |  |  |
|  |  | **Bachelors in Commerce (Hons.)** |  |  |  |
|  |  | *Accountancy* |  |  |  |  |  |
|  |  | West Bengal Council of Higher Secondary Education | 1999 – 2001 |  |
| ***Academic Qualification*** | New Barrackpur Colony Girls’ High School |  |  |  |
|  |  | **Higher Secondary (12th)** |  |  |  |  |  |
|  |  | *Commerce* |  |  |  |  |  |
|  |  | West Bengal Board of Secondary Examination | 1999 |  |
|  |  | New Barrackpur Colony Girls’ High School |  |  |  |
|  |  | **Madhyamik (10th)** |  |  |  |  |  |
| ***Training Attended*** |  SAP HCM 4.7 from Futuresoft Technologies Private Limited in 2010 |  |  |  |
|  |  |  |  |  |  |
| ***Computer Knowledge*** |  MS–Office Application, Internet Skills |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | Name | : | Ms. Ranjita Brahma |  |  |  |
|  |  | Husband’s Name | : | Late Biswajit Nath |  |  |  |
|  |  | Father’s Name | : | Shri. Dulal Krishna Brahma |  |  |  |
| ***Personal Details*** | Date of Birth | : | 2nd March, 1983 |  |  |  |
|  |  | 34, Main Road (East), New Barrackpur, Kolkata – |  |
|  |  | Permanent Address | : |  |
|  |  | 700131, West Bengal |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Contact No. | : | +91 9051534950 |  |  |  |
|  |  | Email Id | : | brahmaranjita@yahoo.co.in |  |  |  |
| ***References*** | Furnish upon request |  |  |  |  |  |

**(RANJITA BRAHMA)**

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| **Ranjita Brahma – 1850694**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |