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| **Syed**  [**Syed.372211@2freemail.com**](mailto:Syed.372211@2freemail.com)  Human Resources Professional  **Education:**  MBA HR  The University of Burdwan / India  2011 – 2013  BBA HONS  Burdwan Raj College / India  2007 - 2010  **Expertise:**   * HR Planning * Recruitment & Selection * Compensation & Benefits * Performance Management * Organization Development & Change * Training & Development * Employee Relations * Payroll Processing * HR operations   **Other Info:**  **Date of Birth:** 22-11-1988  **Nationality**: Indian  **Willing to Work:** Immediate | **Profile**    I am a contented, committed and dynamic Human Resources professional  really passionate about people development and being able to make  a difference to an organization by demonstrating this pragmatically with a  clear and simple business dialogue and strategy, actively seeking opportunity  in Human Resources at your esteemed organization where my experience  and skills would be put in use.  **Work Experience**  **HR Generalist (March 2014 –June 2017)**  **M. A. Construction, India**   * Executed HR responsibilities, managed entire employee life cycle   and recruitment life cycle.   * Designed manpower planning & budgeting. * Short listed employees through job portals like; Times job, Naukri.com etc.   & managed interview.   * Designed CTC structure, payroll processing, generated monthly payroll slip   etc.   * Designed annual performance appraisal system & helped manager   to evaluate employees performance gap & training need analysis,  Used different techniques like; 360 degree method, confidential report.   * Executed HR operational roles; HR policy, HR Letters, Documentation   & HR formalities, Reference check, full & final settlement,  Employee engagement, Employee survey, Organizational development.   * Introduced company’s first formal Performance Review   Program, creating a flexible and well-received tool that was  later adopted company-wide.   * Responded to incoming phone calls, taken messages in the absent   of management personnel.  **Certification**   * Certified HRM Professional (CHRMP) by HR Spot, India. * Certified on the project ‘Performance Appraisal System’ by the West Bengal Power Development Corporation Limited (WBPDCL), India. * Certified in MS–Word, MS-Excel, MS- Power Point by National Institute for Information Technology & Engineering, India. |