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| **Syed** **Syed.372211@2freemail.com**Human Resources Professional**Education:**MBA HRThe University of Burdwan / India2011 – 2013BBA HONSBurdwan Raj College / India2007 - 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 professionalreally passionate about people development and being able to makea difference to an organization by demonstrating this pragmatically with aclear and simple business dialogue and strategy, actively seeking opportunityin Human Resources at your esteemed organization where my experienceand 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.

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