

	Personal Details
	<p>Name: Rahul Das</p> <p>Father Name: Rajat Suvra Das</p> <p>Gender: Male</p> <p>Qualification: MBA</p> <p>Nationality: Indian</p> <p>Date of Birth: 12-01-1990</p> <p>Marital status: Married</p> <p>Languages Known: English, Bengali, and Hindi</p>
Contact Information	
<p>Address: Bidhanpalli, Bidhansarani PO: Madhyamgram Kol: 700129</p>	
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1. A highly organized, responsible, and dedicated professional with a master's degree in human resource management.
2. Possess 10 years of extensive professional experience in collaborating with teams, managing, leading, and successfully delivering major projects within established deadlines.
3. Demonstrate strong analytical, communication, and interpersonal skills, honed through academic and professional exposure in a multicultural environment.
4. Exhibit a proactive, goal-oriented approach to work, with proven ability to build and maintain excellent rapport with colleagues and supervisors.

Skills	Statutory Compliances	Team Handling	Onboarding Process
	Employee Engagement	Grievance Handling	Exit Interview
	Bridging management	Talent Acquisition	Bulk Hiring
	Vendor Management	People Management	Employee Payroll

Professional Experience

Transecur Telematics Pvt Ltd

Apr 2023 to Till Date

Designation: Sr HR Manager

Responsibilities	<ol style="list-style-type: none"> 1. Develop and implement personnel procedures and policies, providing guidance and interpretation to support business operations effectively. 2. Contribute to the development of HR objectives and systems, including the creation of metrics, queries, and standardized reports to address ongoing organizational requirements. 3. Manage all administrative tasks related to onboarding, new hire orientation, and exit interviews, ensuring accurate and compliant data entry in HR information systems and conducting audits to maintain data integrity. 4. Address employee grievances promptly, coordinate employee relations, and oversee employee engagement initiatives to foster a positive work environment. 5. Plan and conduct induction and orientation programs to facilitate seamless integration for new employees. 6. Coordinate training and development activities to enhance employee skills and support organizational growth. 7. Prepare comprehensive reports and presentations on HR-related matters for management review. 8. Collect, analyze, and report HR metrics and data to support informed decision-making and evaluate HR effectiveness.
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Shadowfax Technologies Ltd

May 2022 to Mar 2023

Designation: Lead HRBP

Responsibilities

1. Oversee Zonal HR Operations for the assigned off-roll employees and business units, ensuring seamless execution of HR processes and policies.
2. Collaborate closely with the HR Business Partner (HRBP) team to deliver high-quality support for tactical and strategic HR initiatives, including manpower planning and recruitment, vendor management, background verification (BGV) and onboarding, leave and attendance management, employee engagement, performance management, training and development, rewards and recognition, exits, payroll, and organizational effectiveness.
3. Partner with managers and employees to enhance productivity and drive employee retention.
4. Provide comprehensive HR guidance and support to business unit leaders, line managers, and employees on a range of HR-related matters.
5. Assist leadership in implementing talent management initiatives by designing and deploying programs and tools to support employee growth and development.
6. Mediate and resolve complex employee relations issues, ensuring fair and equitable outcomes.
7. Collaborate with business leaders to design incentive frameworks and recognition programs to motivate and reward employees effectively.
8. Prepare and maintain the HR/People dashboard for the region, ensuring alignment with organizational strategies and goals.
9. Possess hands-on experience in bulk hiring and campus recruitment processes.
10. Maintain an in-depth understanding of legal and regulatory requirements related to employee management, ensuring compliance and mitigating legal risks.

Mahindra Logistic Limited

Aug 2020 to Apr 2022

Designation: Senior Location HR

Responsibilities

1. Oversee end-to-end core HR activities, including employee relations, ensuring a harmonious and productive work environment.
2. Conduct telephonic discussions with candidates, validating their profiles from an HR perspective to ensure alignment with organizational requirements.
3. Manage comprehensive HR functions, including recruitment, payroll processing, statutory compliance, staff welfare initiatives, employee motivation, and building a strong, cohesive team.
4. Compile and analyze data for the annual salary review and performance appraisal processes, providing timely feedback and actionable recommendations to management.
5. Drive business success by promoting corporate values and delivering effective human resource management services, including job design, recruitment, performance management, training and development, employment cycle transitions, talent management, and facilities management.
6. Verify and validate all joining documents to ensure accuracy and compliance with company policies.
7. Working knowledge in different portal like DrawinBox/Employee-wise portal.
8. Initiate & close all background verification.
9. Issuing HR letters
10. Full & final settlement.
11. Ensure Shops & Establishment compliance.
12. Hands of experience of Bulk and Campus hiring.
13. Managing Medclaim, mobile handset bill reimbursement policy
14. Drive cost-saving initiatives while maintaining efficiency across HR operations.

Instakart Services Pvt. Ltd. (Flipkart)

Aug 2018 to till Dec 2019

Designation: HR Business Partner

Responsibilities	<ol style="list-style-type: none"> 1. Review personnel requisitions to ensure proper approval and accurate information is provided. 2. Develop detailed job descriptions in collaboration with hiring managers to meet organizational needs. 3. Post job openings for internal and external candidates across relevant platforms. 4. Review resumes and conduct pre-screening of candidates to shortlist suitable profiles. 5. Administer and manage background screenings, drug tests, and other pre-employment assessments as required. 6. Coordinate the recruitment of temporary labor in partnership with staffing agencies to meet project demands. 7. Conduct employee inductions and maintain an applicant tracking database for streamlined recruitment operations. 8. Facilitate the setup process for new employees, including workspace allocation, phone, computer, and systems access. 9. Design and implement an effective new hire orientation program that emphasizes welcoming and integrating new team members into the company culture. 10. Collaborate with hiring managers to ensure a smooth and positive onboarding experience for new employees. 11. Build and maintain strong relationships with staffing agencies and other recruitment sources to ensure a steady talent pipeline. 12. Execute bulk hiring initiatives to meet organizational staffing requirements effectively. 13. Oversee employee payroll processing to ensure accuracy and timeliness. 14. Maintain and update all HR Management Information Systems (MIS) to provide accurate data and reports. 15. Plan and drive employee engagement activities to foster a motivated and cohesive workforce.
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Ayant Software Pvt. Ltd.

Jan 2016 to till Aug 2018

Designation: Senior HR

Responsibilities	<ol style="list-style-type: none"> 1. Manage end-to-end recruitment processes, including sourcing, shortlisting, scheduling interviews, follow-ups, onboarding, and induction. 2. Source candidates using job portals, internal databases, employee referrals, and other relevant channels. 3. Shortlist suitable candidates based on the requirements of the role and organizational needs
Responsibilities	<ol style="list-style-type: none"> 4. Maintain clear and professional communication with candidates, providing status updates throughout the recruitment process. 5. Conduct exit interviews to gather insights and identify opportunities for improvement in employee retention. 6. Facilitate HR induction programs to ensure seamless onboarding and orientation for new employees. 7. Apply critical thinking skills to address and resolve complex human resource challenges effectively. 8. Handle employee-related issues with professionalism, ensuring fair and equitable resolutions. 9. Administer and manage policies related to mediclaim and mobile handset bill reimbursements. 10. Oversee compensation and benefits, performance management, organizational development, rewards and recognition, and succession planning initiatives. 11. Manage relationships with vendors to ensure high-quality service delivery and compliance. 12. Process and manage employee payroll, ensuring accuracy and adherence to timelines.

EDUCATION

Master of Business Administration (MBA) – HR Specialization

Kolhan University, Jamshedpur

2013 – 2015

| Percentage: 67% | First-Class Honors

Key subjects covered: Strategic HR, Talent Management, Administrative HR, Organizational Learning and Development, Performance Management, Organizational Change and Design, Compensation and Benefits, Employer Branding, Coaching, Onboarding, Employee Engagement, HR Measurement and Analytics, Negotiation, and **CMBA Summer Internship Project:**

MBA Summer Internship Project

TML Drivelines Limited (TATA MOTORS), Jamshedpur

June 17, 2014 – August 17, 2014

- Project Title: *CIRO-II (Context Input Relation Output)*
- Focus: Evaluated employee safety processes to identify gaps and recommend training needs for safety improvements.
- Findings: The evaluation data provided critical insights into improving safety measures, enhancing the quality of work, and addressing training needs effectively.

Bachelor of Business Administration (BBA)

Dr. C.V. Raman University, Chhattisgarh

2009 – 2012

| Percentage: 66% | First-Class Honors

- Graduated with First-Class (1:1) Honors, securing 66% overall.
- Participated in a Marketing Management Program organized by Bharti Airtel.

Class XII

West Bengal Council of Higher Secondary Education (WBCHSE), Kolkata

2009

| Percentage: 60%

Class X

West Bengal Board of Secondary Education (WBBSE), Kolkata

2006

| Percentage: 59%

Date:

Signature: Rahul Das