

Summary

Proactive HR Business Partner with hands-on experience in driving HR operations, employee lifecycle management, workforce planning, and stakeholder alignment. Skilled in supporting business units with people strategy, improving employee experience, and ensuring compliance with organizational policies. Known for strong problem-solving, data-driven decisions, and delivering HR solutions that enable business performance.

Skills

Employee Relations & Engagement • Talent Acquisition & Workforce Planning • Performance Management & Appraisal Systems • Policy Implementation & Compliance • HR Analytics & Reporting • Managerial Advisory & Stakeholder Management • Talent Development & Succession Support • Grievance Handling & Discipline Management • HR Operations & Employee Lifecycle • Change Management & Culture Building

Education

Burdwan University
Master of Business Administration [MBA] [Human Resource (HR)], 71%
Oct 2020

BIMS-Burdwan I University
BACHELOR OF COMPUTER APPLICATIONS, 74.52%
Aug 2017

Experience

Bharat Financial Inclusion Limited
Assistant Manager - HR (HRBP)
Apr 2024 - Present

Partner with business leaders to align HR initiatives with functional priorities and workforce needs.

Manage end-to-end employee lifecycle including onboarding, confirmation, internal movements, and exits.

Lead performance review cycles, ensure timely goal-setting, mid-review, and appraisal closure.

Address employee concerns, conduct ER meetings, and ensure timely resolution in line with policies.

Collaborate with recruitment teams to close manpower requirements efficiently.

Drive employee engagement initiatives, capability-building activities, and retention strategies.

Analyse HR metrics (attrition, performance trends, manpower costs) to support business decisions.

Facilitate disciplinary procedures with neutrality, documentation, and compliance.

Ensure audit readiness and accuracy of HR documentation and systems.

Bharat Financial Inclusion Limited

Executive HR (HRBP)

Jun 2021 - Mar 2024

Supported HRBP activities including joining processes, employee queries, and documentation.

Coordinated recruitment activities and ensured smooth onboarding.

Assisted in performance management cycle and data compilation.

Supported engagement activities, employee communication.

Coordinate the development or implementation of budgetary control systems, recordkeeping systems, or other administrative control processes.

Awards

- Best retention award for the year of 2023 & 2024

Certifications

- Software Engineering Industrial Practice

Language

ENGLISH

BENGALI

HINDI