

ANIRBAN RAKSHIT

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Professional Summary

Strategic and execution-driven HR leader with 14+ years of experience building and scaling people functions in founder-led, project-driven, and technology-enabled organizations. Proven expertise in transforming HR into a strategic operating system by designing organization structures, talent acquisition engines, performance management frameworks, and compliant HR operations from the ground up. Trusted partner to founders and senior leadership, with a strong builder mindset, deep understanding of workforce planning and labour compliance, and a consistent track record of enabling sustainable growth, leadership depth, and execution excellence.

Core Competencies

- ❖ Talent Sourcing & Acquisition Strategy
- ❖ HR Strategy & Organization Design
- ❖ Onboarding & Induction
- ❖ Payroll & Compensation Management
- ❖ Performance Management & Pay-for-Performance
- ❖ HR Operations, Policies & Labour Compliance
- ❖ HRMS / ERP Implementation
- ❖ Workforce Planning & Succession Management
- ❖ Compensation & Benefits Strategy
- ❖ Attrition Analysis & Retention Strategy
- ❖ Policy Design & HR Governance
- ❖ Grievance Handling & Conflict Resolution
- ❖ Culture Building & Accountability Frameworks
- ❖ Compliance & Statutory Regulations
- ❖ Project & Delivery Management
- ❖ HR Transformation & Policy Implementation
- ❖ Employee Engagement & Retention Strategies
- ❖ Employee Lifecycle Management

Professional Experience



KritiLabs Technology Pvt. Ltd.

Regional Manager – Operations & Resource Management | Nov 2023 – Aug 2025

- ❖ Lead regional project operations across Northeast India, delivering **IoT** based Asset Location Solutions (ALS) to top clients such as IOCL and BPCL.
- ❖ Lead the end-to-end recruitment lifecycle for mid to senior-level roles across technology, operations, and support functions.
- ❖ Supported business units in manpower planning, talent availability tracking, and internal mobility

programs.

- ❖ Maintained accurate and real-time data in the resource management system for effective decision-making.
- ❖ Drive Reward and Recognition programs, aligning organizational performance with individual achievements.
- ❖ Conduct annual salary benchmarking and market data analysis to ensure competitiveness and internal fairness.
- ❖ Manage workforce planning, allocation, and bench optimization to ensure maximum billability and cost efficiency.
- ❖ Collaborate with delivery leaders to forecast manpower requirements and align internal supply to project demands.
- ❖ Manage performance management cycles, including goal setting, calibration, and merit increase recommendations.
- ❖ Handled staffing coordination between delivery and HR teams.
- ❖ Supported the recruitment and onboarding process for critical regional roles.
- ❖ Handled internal and external audits related to operations, compliance, manpower, and process documentation.
- ❖ Generated periodic reports to track deployment and utilization trends.



Inspira Enterprise India Limited

Project Manager – Datacenter | Aug 2022 to Nov 2023

- ❖ Experience in business analysis, Service Delivery, project management as per CMMI Level – 5, and team leadership.
- ❖ Experience in enterprise system and network planning, architecture, design, and services lifecycle.
- ❖ Proven expertise in designing, configuring and implementing Server, Storage and Networking product line.
- ❖ Extensive experience in Data-Centre design with latest technologies.
- ❖ Experience in Virtualization / VMware system design, integration, and implementation.
- ❖ Experience in HPC integration and implementation.
- ❖ Experience in end-to-end mailing solution.
- ❖ Self-motivated team player with excellent technical and communication skills.
- ❖ Proven ability to deliver high quality product solution and services on schedule and under budget.

Skills: IT Operations · Network Security · Network Design · Project Management · Service Delivery · Project Coordination · Project Estimation · Project Planning · Project Implementation



KritiLabs Technology Pvt. Ltd.

Assistant State Manager – Operations | Jan 2021 – Aug 2022

- ❖ PAN India E-Locking support to Indian Oil Corporation Limited. It is an IOT platform; we are providing installation, solutions, and support to IOCL ALS platform.
- ❖ Managed a team of 19 Field Engineer across in West Bengal, Port Blair, Jharkhand and Sikkim.
- ❖ Responsible for effectively allocating for the team and tracking their productivity on daily basis.
- ❖ Identifying, planning and managing process improvements to reduce costs and improve the overall Quality.
- ❖ Managing escalated e-mails and taking necessary steps for its resolution & meeting client's SLA.
- ❖ Formulating daily dashboards and snapshots of the process; updating the current highlights and action points of the team.
- ❖ Accountable for reviewing process criticalities from time-to-time and helping in developing knowledge & confidence of the client.
- ❖ Business Analytics (includes Reporting & Analysis).
- ❖ Provide Quality Metrics and Reporting on Weekly and Monthly Basis for Client Management Group.
- ❖ Develop and provide trend data and analysis on key performance indicators (KPI) as required.
- ❖ Proactively monitor Dashboards to determine key areas of focus and to identify root causes and potential corrective actions.
- ❖ Handling client calls and communicating the team about client's expectation.
- ❖ Conducting one-on-one meeting with team members on monthly basis.
- ❖ Carrying out performance analysis and discussing upon improvement areas with the client during monthly service review call.
- ❖ Encouraging, supporting & guiding the team ensuring smooth operations.



Wipro Ltd.

Assistant Manager – HR Operation | Aug 2006 – Oct 2020

- ❖ Collaborated with business leaders on workforce planning and resource management for multiple functions.
- ❖ Led a team of 8 recruiters, managing performance, mentoring, and development to ensure effective delivery.
- ❖ Involved in Full Life-Cycle recruiting (sourcing, screening, interviewing, negotiating, & closing offer). Loop closure within SLA and shower 100% of Customer Obsession.
- ❖ Handled end-to-end HR operations including recruitment support, onboarding, employee engagement, and MIS reporting.
- ❖ Led end-to-end HR operations, performance cycles, compliance, and leadership hiring.
- ❖ Assisted in manpower planning, project resource allocation, and employee database management.
- ❖ Managed large-scale recruitment drives, handling requisition management, stakeholder coordination, and onboarding.
- ❖ Coordinated between business units and HR for workforce optimization and employee lifecycle management.

- ❖ Spearheaded performance management processes, enabling structured goal-setting, reviews, and career development conversations.
- ❖ Designed employee engagement programs (R&R, surveys, feedback loops) improving engagement scores by 15%.
- ❖ Executed workforce planning in collaboration with leadership to forecast manpower needs.
- ❖ Partnered with senior management on succession planning, identifying and grooming future leaders.
- ❖ Rolled out L&D programs focusing on skill development, compliance, and leadership training.
- ❖ Developed employee retention strategies, reducing turnover by 12% YoY.
- ❖ Conducted attrition analysis and presented data-driven insights for leadership decisions.
- ❖ Ensured compliance with Compensation & Benefits policies, statutory requirements (PF, ESI, gratuity).
- ❖ Acted as the first point of contact for grievance handling, ensuring fair and timely resolution.
- ❖ Championed diversity & inclusion initiatives, driving awareness programs and policy changes.
- ❖ Leveraged HR analytics to track attrition, performance, and workforce trends for strategic interventions.
- ❖ Maintained full adherence to labor laws, audits, and statutory compliance.
- ❖ Streamlined recruitment operations, reducing hiring costs through employee referrals.
- ❖ Supported payroll administration and HRMS implementation for automated processing.
- ❖ Coordinated performance review cycles, ensuring manager-employee feedback sessions.
- ❖ Launched initiatives to strengthen employee engagement & retention, including skip-level meetings and stay interviews.
- ❖ Partner with business and finance teams to develop compensation budgets and ensure alignment with strategic workforce goals.
- ❖ Assisted leadership in succession planning & workforce forecasting.
- ❖ Delivered training sessions on compliance, workplace ethics, and leadership essentials.
- ❖ MIS (Reports)- Quarterly leave reports, Active employees report, Monthly leave balance reports, Monthly Accrual report.
- ❖ Liaised with vendors for Background Verification and onboarding logistics.
- ❖ Invoice Management - Processing invoices (rectifying, getting the approvals, etc.)
- ❖ Managing HR Audits and provide and maintain all relevant data and reports.
- ❖ Managed end-to-end HR helpdesk/ticketing process including case logging, tracking, and closure within agreed SLAs.

Technical Skills

- **Data & Tools:** MS Excel (Advanced), MS Word, MS PowerPoint, Power BI
- **MIS & Analytics:** Dashboard Development, Trend Analysis, KPI Reporting
- **ERP & Platforms:** ALS IoT Platform (Operations Monitoring)
- **HR Systems:** SAP HCM, PeopleSoft, Oracle, Synergy, Taleo
- **Recruitment Tools:** LinkedIn Recruiter, Naukri, Indeed

Education

Bachelor of Commerce

University of Calcutta | 1999

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the particulars mentioned herein.