

MRINMAY DAS

HUMANRESOURCEOPERATIONS & CORPORATE-HR

PROFILE

Corporate HR extensive experience in administrative activities, and personal & policy management. Exposure in implementing HR Plans & Operations, Corporate-HR & Liaising with factory, and Payroll Processes.

CONTACT

+91-9836464616

EMAIL:

mrinmaydas.md@gmail.com

CORE COMPETENCE:

*END TO END RECRUITMENT & SELECTION

*CAMPUS HIRING

*SCREENING& SOURCING PEOPLE

*COORDINATION& HANDLINGDRIVES.

*NON-IT & IT HIRING

*CONTRACT RECRUITMENT

*VENDOR MANAGEMENT

*FACTORY COORDINATION

*HRPOLICIES & PROCEDURES

*PERFORMANCE MANAGEMENT

*CHANGE MANAGEMENT

*EMPLOYEE ENGAGEMENT ACTIVITIES

*INDUCTION & JOININGFORMALITIES

*MANPOWER PLANNING

*TRAINING CO-ORDINATION

*HR-HELP DESK PROGRAMME

*PAYROLL INPUTS FOR PROCESSING

*GRIEVANCE MANAGEMENT

*BUSINESS ANALYSIS

*ONLINE PORTAL HANDLED-HRMS (PEARL), SAN-E-FORCE, DARWIN BOX,MARG (ERP),SARAL-HRMS,HRMS-THREAD

*HANDLING 300 NO'S OF FIELD FORCE OF 3 DIVISION.

*SUCCESSION PLANNING & EXECUTION

*FULL& FINAL SETTLEMENT

*GRATUITY SETTLEMENT

EDUCATION

MBA(Major-HR & Minor-Marketing)

Vidyasagar University, West Bengal

Passing Year: 2013

BA: Advertising Sales Promotion & Sales Management, Calcutta University

Passing Year: 2009

WORKEXPERIENCE

Presently associated with Baidyanath Ayurveda as Manager-HR from, 3rd March'25.

- Taking care of Hr-Ops. Function & factory co-ordination
- Recruitment, induction, on-boarding, HRMS register, Payroll inputs
- R & R activities, Grievances handling, co-ordination with field-force
- T & d of soft skill development

SAF Fermion Ltd, Kolkata as Manager -

HR & Admin

From August 2024 to Mar'25

- Taking care of entire field recruitment (BDO/DM/RSM/ZSM) and Marketing recruitment of HO, along with corporate recruitment.
- Handling Bulk hiring, Campus recruitment, and Walk-in drive.
- Close the vacant position within the timeline.
- Manpower planning followed by business requirements.
- Looking after induction to Confirmation based on performance data
- Preparing a tracker of Vacancy status along with duration(Date/Months)and sharing with all Business heads weekly basis.
- Data preparation of Monthly attrition.
- Updating of Organogram daily basis along with newjoiners
- MOM preparation on a monthly basis regarding a meeting with all business heads.
- Induction of newjoiners. Employee retention
- Appraisal data preparation.
- Data updating in HRMS portal Darwin box along with employee master creation along with implementation of HRMS portal.
- Co-ordination with training team along with business heads regarding training programme of field force as per requirement.
- Salary preparation followed by leave calculation, attendance, advance amount

WORKEXPERIENCE

Converge Biotech Pvt. Ltd, Hyderabad as HR-Manager

From July, 2022 to July, 2024

- HR Strategy & Policy implementation
- Organizational development & Employee life cycle management
- Ensure timely closure of Employee lifecycle HR processes e.g. Recruitment, Transfer, Leave Request, Performance Management, Progressions, Salary revisions etc.) as directed by reporting manager.
- On boarding new comers to the company by adequate induction and training.

ACHIEVEMENTS:

- Received 'Best-LPC HR Certificates' from 'Gojavas'.
 - International Exposure from Vidyasagar University to Bangkok as a 'Paper Presenter'.
 - Completed Project Work from the Airport Authority Of India (AAI) in HR.
- Communication of policies and practices to the employees for a positive environment & addressing their needs & grievances through meetings, open houses, new joint meetings, etc.
 - Entire payroll processing considering attendance finalization of HO & Field employees.
 - Ensuring right data management through accurate & timely maintenance/updating of the data and systems by monitoring MIS & Admin.
 - Online portal handled like 'Pearl' (HRMS), Ecubix, San-E-Force for employee master update, leave approval/rejection, attendance update for pay slip generation, employee mapping HQ/division wise, etc.
 - Functional Skills Business Acumen, People Advocacy, Strategic Aptitude, Understanding of HR, Data analytics skills and Excellent Stakeholder Management
 - Statutory compliance handling with the support of the HR & Accounts team.
 - Drive and lead the agenda on Employee engagement.
 - Major role playing in PMS & HR Help desk programme.

WORK EXPERIENCE

Aragen Life Science (Formerly known as GVK-Bio), Bangalore as Sr. HR-Executive
From November 2021 to July 2022.

- Recruitment Strategy, planning, Talent Acquisition.
- Compensation & Budgeting
- Leading Campus recruitment, Walk-in Interview, Employee Referrals, Offer closures
- Work with line/hiring managers to write job descriptions and to ensure that job descriptions are aligned to job/business requirements.
- Vendor Management Closely co-ordinate with Agencies for hiring candidate.
- HR-Operation, Documentation & BGV, Negotiation
- Employee Engagement
- Stakeholder Management
- HR-Help desk programme
- Induction programme

WORK EXPERIENCE

ESKAG Pharma Pvt. Ltd, Kolkata as HR Executive From
October, 2016 to October, 2021

- Conducting different Employee engagement activities.
- Conducting many training sessions for new Joiners like Assimilations Training.
- Biometric Attendance maintenance.
- Hands-on experience in complete joining and exit formalities (induction, documentation, exit interviews, full & final settlement, releasing relieving letter).
- Hands-on experience in Query Management System (QMS).

ADDRESS:PURBASA,
EAST-BANKIMPALLY,
MADHYAMGRAM,KOL-700129

DOB-15.01.1989

- Implementing HR-Help desk programme.
- End-to-end recruitment(Mid-level to a higher level of field personnel, Sales personnel for export business, R&D chemist, R&D analytical, Production chemist, QA-Exe, QC-Exe, DRA-Exe, Corporate-Exe, IT-Exe etc.) including campus recruitment.
- Hands-on experience in Performance Management Systems(PMS).
- Vendor management.
- Hands-on experience in change management.

WORKEXPRIENCE

Go-Javas(Quickdel Logistics) as Regional-HR , Kolkata

From October 2015to October 2016

- Biometric attendance maintenance.
- Grievance management.
- Payroll management.
- Leave & Attendance Management
- Maintainingand updating the employee database.
- Maintaining HR Helpdesk and handling associates queries.
- Endto end Recruitment.

WORKEXPRIENCE

CAMEX Wellness Ltd as HR- Admin Exe,

Kolkata

From June, 2014 to August, 2015

- End-to-end recruitment.
- Salary and bonus processing for employees.
- Successfully promoted 6wellness centers inKolkata through different marketing activities & campaigning in 8 months.
- Branding and brand promotion.

WORKEXPRIENCE

Interactive Education Pvt.Ltd as HR-

Recruiter, Kolkata

From Sept, 2013to March, 2014

- End-to-end requirement.
- Bulk hiring, and recruitment through portals.
- Screening CVs and scheduling interviews.