



Mrs.Nandita Das

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CAREER OBJECTIVE

To work in an organization that appreciates innovativeness, demands analytical skills, and provides a challenging, performance-driven environment to grow and excel in my career. I aim to utilize my knowledge and rich experience gained in various sectors to add value to the organization.

PROFESSIONAL SYNOPSIS

Result-driven professional with over 10 years of experience in HR & Administration, Back Office Operations, Facility Management, and Documentation Handling. Possessing expertise in recruitment, employee engagement, policy implementation, and workforce planning across diversified industries. A dedicated and efficient multitasked with strong problem-solving abilities.

PROFESSIONAL DOSSIER

Senior HR Manager & Chief Administrative Officer

Brunch Foods India Pvt Ltd (Brunch Italino)

April 2024 - Present

Senior HR Manager & Chief Administrative Officer

Saha Food Products And Confectionery (Taste N Bite)

December 2020 - Present

Supervise HR team, oversee recruitment, and ensure compliance with company policies.

Develop and implement HR procedures, address employee grievances, and manage departmental budgets.

Create learning and development programs, organize employee events, and lead strategic workforce planning.

Strategic Planning: Develop and implement administrative policies, procedures, and strategies aligned with the company's goals and objectives. Collaborate with other senior management members to ensure administrative functions support the overall business strategy.

Customer Service: Collaborate with Sales Team to maintain high standards of customer service. Address customer complaints and feedback promptly and effectively. Implement measures to enhance customer satisfaction and loyalty.

Administrative Support: Provide administrative support to senior management, including scheduling meetings, preparing reports, and managing correspondence. Act as a liaison between different departments within the company.

Franchisee Relationship Management: Nurture and maintain relationships with existing franchise to ensure franchise satisfaction and retention. Address franchise concerns and provide solutions to meet their needs effectively.

Market Research and Analysis: Conduct market research to identify potential business opportunities, market trends, and customer needs. Analyze market data to develop insights and strategies for business growth.

Lead Generation and Prospecting: Generate leads through various channels such as networking, cold calling, and online research. Prospect potential franchise and build relationships to secure new business opportunities.

Market Expansion and Business Growth: Identify opportunities for market expansion and business growth through product diversification, geographic expansion, or strategic partnerships. Develop and execute plans to capitalize on these opportunities.

Continuous Learning and Improvement: Stay informed about industry trends, competitor activities, and best practices in business development

Senior Manager – HR

Bake and Cake Confectionary LLP (Monginis West Bengal)

May 2019 - July 2020

Independently handled all HR functions including recruitment, payroll management, and employee relations.

Implemented corporate policies, conducted training programs, and ensured statutory compliance.

Coordinated staff welfare programs, managed disciplinary matters, and facilitated performance appraisals.

Senior Manager – HR & Administration

Astha Micro Finance

November 2014 - April 2019

Managed HR and admin functions, formulated HR strategies, and assisted in policy development.

Oversaw payroll management, recruitment, and staff induction processes.

Organized employee activities, maintained records, and ensured a conducive work environment.

Oversee and manage all administrative functions to ensure the efficient operation.

PROFESSIONAL QUALIFICATION

Passed TTC, Montessori Course with 1st Class from Maria Montessori Training Centre (2010-2011).

Teaching Exposure:

Experience in teaching children aged 2+ to 5 years.

SCHOLASTICS

Bachelor of Commerce (B.Com) from Shridhar University, Rajasthan.

WBCHSE from National High School for Girls.

Matriculation from Nirmalabas High School under Manipur Board of School Education.

PERSONAL DOSSIER

Date of Birth: 6th November 1977

Father's Name: Nandadulal Banik

Gender: Female

Marital Status: Married

Languages Known: English, Hindi, Bengali

Nandita Das