

**SAMRAT BANERJEE (HRBP)****Mob:** +91-9836345630 / 7980161345**Email:** samratbanerjee1984@gmail.com, samdude_13@rediffmail.com,
samrat_bans@yahoo.co.in**Linked In:** <https://www.linkedin.com/in/samrat-banerjee-a9380723/>**OBJECTIVE**

To add value to the organization by utilising my experience, specialized knowledge and work-skill supported by my integrity to optimise on the opportunities offered by the organization for career enhancement.

CORE COMPETENCIES

***Recruitment/ Talent acquisition** – Recruited from different portals like Naukri.com, Monster, Times Jobs, also from employee referrals and Head Hunting. Done hiring mainly from middle to senior level assignments. Minimized recruitment cost by avoiding newspaper ads and placement consultants. Closed positions single handedly. Have hands on experience in recruitments.

***Performance Management** - Done KRA appraisal, launched appraisals in HRIS portals, done KRA mapping in HRIS, designed and framed KRA, KPIs in consultation with stakeholders and HODs. Formulated appraisal guidelines annual increment policies based on performance scores. Conveyed letters to staff after increment finalization.

*** OD Initiatives / Change Management** - Organizing HR audits, employee satisfaction surveys and for improving performance, as key HRD & OD interventions. Establishing processes/ systems for streamlining employee communication, employee retention, grievance handling, counselling, performance improvement and discipline.

*** Training and Development** - Conceptualizing & developing training & development programmes with a view to enhancing productivity, building internal capability and quality. Identifying training needs across levels through mapping of skills required for particular positions and conducting analysis of the existing level of competencies. Planning the training calendar. Liaising with internal & external agencies for conducting trainings as per schedule, and driving efforts for improving training effectiveness.

*** Statutory Compliances** – PF contributions, solved employee queries related to PF, daily interaction with PF consultant for PF settlements. Given hands on training to staffs regarding PF transfer, advance claims and PF settlements. Settled PF claims related to death. Followed Bonus contributions as per Bonus act, 1965. Gave ESI Pehchhan cards to staffs, filed ESIC related accident claims,etc

*** Compensation and Benefits** - Salary calculation, issued salary sheets after attendance finalization and submitted to accounts for transfer. Issued salary slips after salary transfer

*** Employee Life Cycle Management** – Onboard formalities, induction, joining documentation, welcome on board mailers, daily correspondence if any. Issuing all letters related to appointment, transfer, show cause, warning, exits and terminations, experience and release, final settlement process.

***Attrition and Exit Analysis** – Done attrition calculation on quarterly and annual basis and reported to the management. Tried to keep the attrition below 5% by one to one communication, grievance handling. Also done exit interviews with staffs, maintaining a data of exit interviews and working on the same.

* **HRIS** – Actively participated and coordinated in making of HR information systems, integrated and mapped the policies in the portal, integrated employee correspondences like attendance, leaves, confirmations, appraisals, etc in the same.

***Employee Engagement and CSR** – Done satisfaction surveys, half yearly sports meet, annual sports meet, value driven workshops, behavioural training programs. Several CSR initiatives were taken like blood donation campaigns, food and cloth donation at orphanages, asylums and NGOs. Employer branding done through CSR activities.

ORGANISATIONAL SNAPSHOTS

Organization: Nuveq Holidays Pvt Ltd (www.nuveqholidays.com)

Industry: Hospitality

Duration: July 2023 till Date

Designation: Senior Manager – HR

Responsibilities:

- ✓ Spearheading the overall HR functioning
- ✓ Managing recruitments, payroll, compliances, employee engagements, SOPs, etc
- ✓ Formulation and implementation of HR policies across all levels
- ✓ Created uniformity in designation and pay structure in concurrence with top management
- ✓ Translated policies into HRMS application based softwares.
- ✓ Started Gratuity enrollment for staffs
- ✓ Playing an active role in performance management, KRA development of staffs in consortium with the line managers and departmental heads.
- ✓ Creating growth path and career development plans in concurrence with the top management.
- ✓ All other employee correspondences if any

Organization: Eskaps India Pvt Ltd / Pacific Jute Ltd (www.eskaps.net)

(www.pacificjute.net)

Industry: Inspection and Testing / Manufacturing of Jute Bags

Duration: Oct 2020 till March 2023

Designation: Head – HR

Responsibilities:

- ✓ Manpower planning and talent acquisition within TAT deadlines.
- ✓ Formulating and developing HR Policies and SOPs which are in-line with employment laws.
- ✓ Handling regular labour and contract labour issues at corporate and plant locations
- ✓ Monitoring statutory compliances (PF, ESIC, Bonus, Gratuity, Minimum Wages) at corporate and plant locations.
- ✓ Creating growth path and career development plans in concurrence with the top management.
- ✓ Playing an active role in performance management, KRA development of staffs in consortium with the line managers and departmental heads.
- ✓ Overseeing quarterly, monthly activities related to staff engagement.

- ✓ Organizing training calendars related to soft skills, communication and behavioural training, technical training workshops.
- ✓ Organizing annual meets, award nights, rewards and recognition programs.
- ✓ Organizing periodic feedback and employee satisfaction surveys for ensuring better

retention of staffs.

- ✓ Translated HR policies, systems into HRMS. Took active participation in installation and application of HRMS softwares.

Organization: Zenith Leisure Holidays Ltd (www.zenithholidays.com)

Industry: Hospitality

Duration: June 13 till October 2020

Designation: Manager - HRD.

Achievements: Chakra Award (Best HR Operations), Karna Award (Most Promising new comer)

Responsibilities:

- ✓ Formulation and Strategic Implementation of HR policies across all levels.
- ✓ Compensation and payroll management.
- ✓ Attendance reconciliation, HR MIS data management
- ✓ Statutory compliances like PF, ESI, Bonus, Gratuity,etc
- ✓ Talent acquisition, manpower budgeting
- ✓ On-board formalities.
- ✓ Exit formalities.
- ✓ Exit interview analysis and working on employee retention
- ✓ Employee Satisfaction Survey.
- ✓ Performance management and succession planning
- ✓ Attrition calculation on quarterly and annual basis.
- ✓ Vendor management
- ✓ Employee motivational activities, CSR and employee engagement program.

Organization : Globe Forex and Travels Ltd (www.globeindia.in)

Industry : Hospitality

Duration : November 11 - June 13

Designation : Assistant Manager- HRD

Achievement : Joined as Senior Executive – HRD and promoted within 6 months of joining.

Responsibilities:

- ✓ Formulation and Strategic Implementation of HR policies across all levels.
- ✓ Compensation and payroll management.
- ✓ Attendance reconciliation, HR MIS data management
- ✓ Statutory compliances like PF, ESI, Bonus, Gratuity,etc
- ✓ On-board formalities.
- ✓ Exit formalities.
- ✓ Attrition calculation on quarterly and annual basis.
- ✓ Vendor management

Organization : Man Management and Outsourcing

Industry : Manpower Consulting

Duration : From July 2010 onwards November 2011.

Designation : Executive-Recruitments. I am handling end to end recruitment process.

Job Responsibilities handled:

- ✓ Resources resume through personal contact, job portals like monster, naukri,
- ✓ Times jobs.
- ✓ Effectively discussed the terms and conditions of the offer letter with the

management.

- ✓ Interviewed and screened candidates.
- ✓ Placed high-end technical professionals in industry.

- ✓ Effectively recruited candidates through Internet research, internal database,
- ✓ cold calling, referrals, networking, job fairs and other strategies.

Organization : SOFTECH IND.

Industry : IT Services

Duration : From Jan 2010 to June 2010.

Designation : Associate HR. I was associated with training and development, joining and exit formalities, compensation, end to end recruitment.

Job Responsibilities handled:

- ✓ Handling Recruitment & Selection.
- ✓ Induction and training formalities.
- ✓ Compensation and statutory compliances.
- ✓ Soft skill training program.

Organization : Assurgent Technology Solutions Pvt Ltd.

Industry : IT Services

Duration : From June 2007 to March 2009.

Designation : Executive-HR. I was associated with training and development process, recruitment, joining and exit formalities.

Job Responsibilities handled:

- ✓ Managing and Interviewing end to end recruitments for the company
- ✓ Coordinating with different verticals.
- ✓ Negotiating with candidates on job offer.
- ✓ Looking after the training and development of new joiners.
- ✓ Compensation, PF, ESI.
- ✓ Joining and Exit formalities.

COMPUTER LITERACY

- Ms Office (MS Word, MS Excel and MS Power-Point), Ms Windows
- Working knowledge on payroll softwares like Saral Paypack, Adrenaline, Pocket HRMS, etc.

ACADEMIC CREDENTIALS.

- ✓ Completed MBA in HR Management from IMT Ghaziabad secured 1st class.
- ✓ Completed EPHRM (Executive Program in Human Resource Management) from IIM Calcutta secured 1st class.

- ✓ Graduated in 2007 from w.b.u.t secured 1st class.
- ✓ Higher Secondary in 2003 secured 2nd class.
- ✓ Secondary in 2001 secured 1st class.

PERSONAL DOSSIER

Permanent Address: Rajpur, Kalitala, Kolkata - 700151

Father's Name: Mr. Anupam Kr. Banerjee

Date of Birth : 29/05/1984

Nationality : Indian

Marital status: Married

Children: Blessed with a daughter

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Kolkata

Date