

SOURYADEEP ADHAYA



PROFESSIONAL SUMMARY

Goal-oriented human resources leader equipped to successfully manage & optimize HR processes and policies handles planning, day to day oversight and disputes with expert communication on skills and attention to detail. Highly knowledgeable about labour laws & industry best practices.

EXPERIENCE

Currently Employed with Benchmark Interkrafts pvt ltd.
(Franchise partner of Mercedes – Benz and MG Select)
Period: Aug 2014 to till date
Designation: Sr HR Manager & Admin

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

CONTACT

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ABOUT ME

A result-oriented HR professional with 16+ years of qualitative working experience in Recruitment, Selection, HR & IR Operation, Salary & Payroll Administration, Compensation & Benefits and Employee Relations.

Planner & implementer with expertise in managing entire requirements.

Strong exposure of handling the entire HR Payroll & Operations part in the company and also the PF, ESI and P.Tax.

EDUCATION

Bachelor of Commerce

M.B.A (Human Resource)

Machino Techno Sales Ltd.
Period: July 2012 to May 2014
Designation: HR Manager & Admin

Responsibilities

- Recruitment Process
- Induction & Joining Formalities
- Attendance, Payroll & Salary Administration
- HR & Admin Operations

Human Resource & Placement Pvt Ltd. (CTS)
Period: January 2011 to December 2011
Designation: Sr. Executive – HR & Admin

Kotak Securities Ltd.
Period: November 2007 to December 2010
Designation: Sr. Executive HR & Admin

Golden Trust Financial Service Ltd.
Period: July 2006 to October 2007
Designation: Executive HR

SKILLS

- Proven working experience as HR Manager
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR Best Practices.