

CURRICULUM VITAE



SRABANI RAKSHIT

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OBJECTIVE:

I have experience in talent acquisition, attendance management, payroll, compliance, induction, employee engagement, stakeholder management etc. I am seeking an opportunity in a company wherein I can learn new skills as well as establish my career.

ACADEMIC RECORDS:

Name of the Examination	Board/University	Percentage	Year of passing
B. Sc	Calcutta University	62.40%	2015
Higher Secondary	WBCHSE	71.80%	2012
Madhyamik	WBBSE	60.20%	2010

OTHER QUALIFICATION:

- Diploma in Computer Application (MS Word, Advanced excel, Web designing-HTML, CSS)

PROFESSIONAL EXPERIENCE:

- 1. Company Name- Splendid Industries Pvt. Ltd., Kolkata WB**
Designation- Assistant Manager-HR
Duration- 3rd March 2025 to 30th December 2025

Job Description

- End to end Talent Acquisition
- Maintain all company and employee records
- Induction & Orientation, quality & cost per hire
- Training & Development
- Work flow chart management of each department
- Salary & benefits
- Follow and maintain compliance of all laws (PF, ESIC and Bonus)
- Maintain proper coordination with all departments to ensure smooth operation.

- 2. Company Name- Saman Tea Pvt. Ltd, Kolkata WB**
Designation- Executive -Human Resources
Duration - 12th February 2024 to 7th December 2024

Job Description

- Responsible for the end-to-end recruitment process.
- Handle coordination with warehouse, Coimbatore plants and Kenya office to ensure smooth operation.
- Responsible for all joining formalities such as issuing offer and appointment letters, induction, etc.
- Generate attendance reports from biometric machines and handle leave management.
- Ensure smooth payroll process of India offices as well as Kenya office.
- Responsible for office administration, employee engagement, grievance handling etc.
- Ensure all kinds of payment on time by coordinating with the accounts department of India offices as well as Kenya office.
- Responsible for PF ESIC registration, challan generation and process for the payment.
- Coordinate and schedule all meetings depending on convenience of the director.
- Responsible for MOM preparation.
- Establish smooth coordination between the Director, HR manager as well as employees.

3. Company Name- Imbue Careers LLP, Kolkata WB
Designation- Senior Executive - Recruitment
Duration - 23rd May 2022 to 16th December 2023

Job Description

- Responsible for the end-to-end recruitment process for non-IT, IT, BFSI sectors.
- Resourcing, screening, and shortlisting resumes through various job portals or else internal reference, headhunting.
- Coordination with companies and understanding their requirements, defining job positions.
- Shortlisting the resumes based on desired skills and experience.
- Advertising vacancies, screening, and shortlisting resumes.
- Responsible for maintaining data, reports on excel trackers.
- Responsible for coordination and processing joining documentation of the candidates.

4. Company Name- Fabone Solutions, Kolkata WB
Designation- Executive-Human Resource
Duration- 12th January 2017 to 16th May 2022

Job Description

- Sourcing & screening the candidates from job portals like Naukri, Shine, Times job etc.
- Taking telephonic & face-to-face interviews of the candidates.
- Responsible for the end-to-end recruitment process.
- Taking care of background verification process, joining formalities and documentation.
- Establish smooth coordination with the candidates until joining.
- Also looking after client coordination over the phone and through mail.
- Conducting interviews, taking feedback after the interviews and maintaining proper coordination until joining process.
- To build up good relationships with the clients for growth of the organization.

HOBBIES:

- Reading books, Singing & Traveling

PERSONAL DETAILS:

- Father's name: Samir Kumar Rakshit
- Mother's name: Lt. Samita Rakshit
- Date of birth: 1st July 1994
- Religion: Hindu
- Gender: Female
- Marital status: Single
- Address: 2N, Kalipada Mukherjee Road, Kol-700008, P.O- Barisha, Behala Sakherbazar

DECLARATION:

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

Date:

Place: Kolkata

(Srabani Rakshit)