

PRIYANKA BHAUMIK

Passionate HR Generalist | Human Capital Management | Empowering Potential

An accomplished leader with holistic talent solutions, offering unparalleled experience in achieving business goals and succeeding in an environment of growth & excellence by leveraging on skills, knowledge, conscientiousness, diligence and perseverance; targeting managerial roles in Human Resources, Talent Acquisition & Employee Life-cycle Management in diversified industries.

I believe in the ethos "I CAN".



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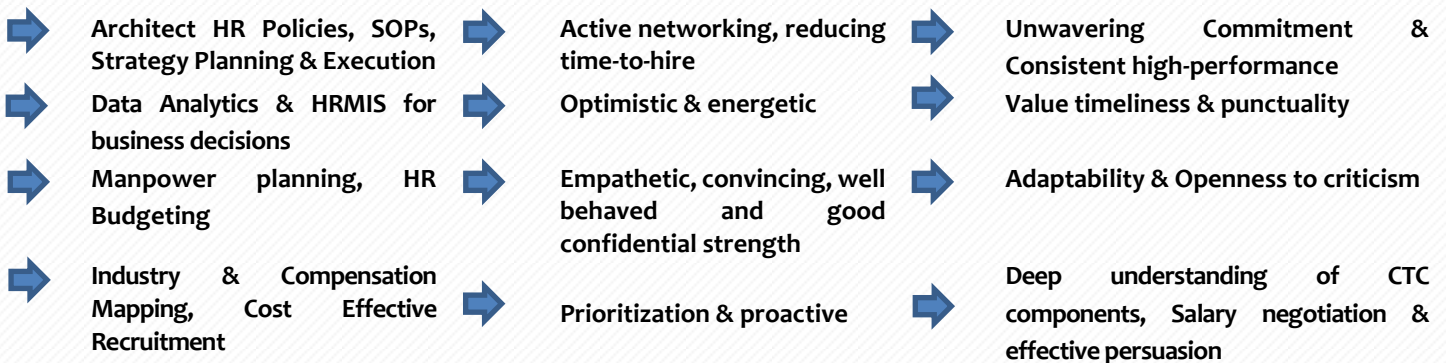


PROFILE SUMMARY

Result-oriented HR & Talent Acquisition Manager offering 15+ years of progressive array of skills in framing & delivering high volume hiring (CXO), leadership and lateral recruitment, **active involvement in ZOHO (ATS) implementation**, Workforce Planning, Employee Engagement, Statutory Compliances, Operations, Generalist HR, HR Audit, Vendor Management, Administration, employer branding and resolving critical human capital business issues. Proven expertise in managing end-to-end recruitment cycles, talent sourcing, headhunting and recommending and implementing action plan strategies to meet HR needs. Adept at driving HR processes, performance tracking, compliance management, and strategic business partnering to enhance overall organizational performance. Proven ability to successfully multi-task in a dynamic, fast-paced environment, collaborative, adaptable, approachable & empathetic HR with strong interpersonal, analytical and problem-solving skills, quick learner with the capacity to work under pressure and meet deadline.



CORE COMPETENCIES



KEY SKILLS



EDUCATION

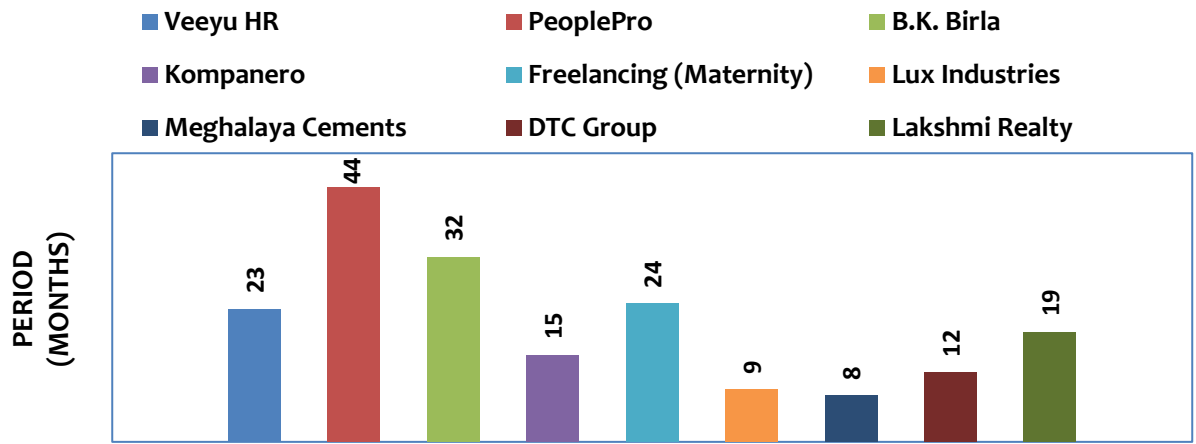
- ➔ **MBA (HR & Marketing)** from Heritage Business School, WBUT in 2011, full time, CGPA 8/10, **2nd Topper from College**
- ➔ Certificate on **Soft Skill & Personality Development** - course from ILEAD, Kolkata in 2011 - **Best Speaker Prize**
- ➔ **Bachelor of Arts (English Hons.)** from Ashutosh College, Calcutta University in 2008 securing 54.5%
- ➔ **Senior Secondary (Class XII)** from Bidya Bharati Girls' HS School, W.B.C.H.S.E in 2005 securing 60.1% - **2nd Topper in English in West Bengal**
- ➔ **Secondary (Class X)** from Bidya Bharati Girls' HS School, W.B.S.E in 2003 securing 62%



PERSONAL DETAILS

- Date of Birth: January 1987
- Family: Married with a 6yrs Son
- Hobbies - Teaching, Painting, Badminton, Zumba
- Interests: Skill development, Brainstorming, Travelling, Fitness Enthusiast, Portrait photography, Music, Teaching kids

EMPLOYMENT TENURE



CAREER CONTOUR:

EMPLOYER	CAPACITY	REPORTING HEAD	TEAM	TENURE & REASON OF LEAVING (R.O.L)
Veeyu HR Solutions Pvt. Ltd.	Analyst/ Recruiter (Talent Acquisition)	L1: TL, L2: Directors	02	Jun'11 - Apr'13 R.O.L: Better Opportunity
PeoplePro Management Services Pvt. Ltd.	Assistant Manager - Talent Connect	Director	05	May'13 - Dec'16 R.O.L: Corporate exposure
B.K. Birla Group (Ms. Manjushree Khaitan)	Consultant - HR	MD & Chairperson	IC	Dec'16 - Jul'19 R.O.L: Exposure of handling International Greenfield Projects
Kompanero (ASG Leathers)	Manager HR (India, London, Australia)	MD & CEO, COO	05	Jul'19 - Sep'20 R.O.L: Maternity break
Freelancing Projects (Maternity break)	Recruitment assistance to clients	Client SPOC	IC	Oct'20 - Sep'22
Lux Industries Ltd.	Deputy Manager - HR (Pan India)	Head - HR	5	Oct'22 - Jun'23 R.O.L: Greenfield Project, temporary transfer to Tiruppur (Tamil Nadu)
Meghalaya Cements Ltd. TOPCEM Group	Deputy Manager - HR (Pan India & Nigeria)	MD, Directors	IC	Jun'23 - Jan'24 R.O.L: Better Opportunity
DTC Projects Pvt. Ltd. (Real Estate Developer)	Senior Manager - HR & Administration	MD, Directors	27	Jan'24 - Dec'24 R.O.L: Better Opportunity
Lakshmi Group Realty Pvt. Ltd. (Real Estate - Land Aggregator/ Developer)	Manager - HR, Operations & Administration	MD/ CEO, Directors	IC	Dec'24 - till date R.O.L: Ready to discuss

HRMS/ Payroll Software

Farvision, HROne, greytHR, ZingHR, Saral, SAP (SuccessFactors)
 ATS Exposure: ZOHO
 Certifications:
 LinkedIn Learning – Understanding Business,
 Human Resources: Payroll,
 Human Resources Management, Advanced Excel

Technical Skills

HR Courses and Certifications from LinkedIn & Udemy
 AI Tools, Canva
 SAP HR
 Advanced Excel, V-lookup, Pivot Table, Charts
 MS Suite
 Google workspace (sheet, calendar, docs, keep).
 Slack, Zoom and Microsoft Teams.
 Courses on Dashboard Management, Code of Conduct

Industry Exposure

Real Estate, EPC, Construction
 Engineering, Mining & Minerals
 Manufacturing
 Cement, Aluminium
 Garments/ Textile, Leather
 Logistics
 FMCD, FMCG
 Education

KEY ACHIEVEMENTS & HIGHLIGHTS:

■ Significant Highlights at Lakshmi Group Realty

- a. **HR Policies, SOPs & Process Excellence** (defined frameworks ensuring consistency and accountability): Collaborated with management to identify company needs in accordance with Labour Laws. **Implementation** of Policies including Attendance & Leave, Employee Benefits for Corporate Office & Site, Attendance Rewards, Compensation, Code of Conduct & Service Rules. **Effectively communicate** to employees through documentation & training session, leading to a **95% improvement in policy adherence**.
- b. Implementation of **HR SOPs** related to **Recruitment, Orientation, Employee Life Cycle, Payroll, & PMS**.
- c. **Cost Optimization & HR Efficiency**: Managing hiring costs, HR budgets, and operational effectiveness. **Appreciated for closing INR 89 lacs of Recruitment positions from a Selection of INR 1.56 Crores**. Managed Contingency planning to sustain hiring momentum in case of offer declines
- d. **Re-drafted** formats including joining forms, interview forms, personal profile forms of all Group companies
- e. Introduced Internal Job Posting (**IJP**) form, Performance Improvement Plan (**PIP**), Manpower Requisition Form (**MRF**), **Referral Form, Increment Letter** Forms.
- f. **31% increase in sourcing efficiency** by optimizing channels & leveraging networking and referrals.
- g. **Reduced Recruitment costs by 95%**
- h. Reduced **time-to-hire by 40%** through streamlined Interviews and prompt follow-ups.
- i. Led **welcoming onboarding & induction for 30+ new hires**, ensuring smooth assimilation through structured orientation and reducing ramp-up time. Achieved a **96% satisfaction rate** among new joiners.
- j. Solely responsible for **JD, KRAs, KPIs** – tangible formulations for effective PMS
- k. **Presentations** related to **Induction-Orientation, Organogram, Company Profile**
- l. **Resolved 90% employee grievances** within 48 hours with a **93% response rate and actionable insights**.
- m. **Strategic HR Planning**: Utilized HR analytics resulting in **improved workforce planning accuracy by 15%**
- n. Organized and conducted **monthly Training programs** for sites and Corporate employees
- o. Organized team-building events, resulting in a **30% increase in team cohesion and morale**. **Employee Engagement scores scaled by 75%** through feedback mechanism.
- p. **Brand advocacy, improved Organization rating in platforms like Ambition box & Glass door**. Coordinated campus and external events to enhance the organization's image as an **Employer of Choice**.

■ Significant Highlights at DTC Projects Pvt. Ltd.

- a. **HR Digitization**: Closing **recruitment** through **ATS ZOHO** of critical & leadership positions - **CXO level**
- b. **100% accuracy** and Payroll processing of **350+ employees** through **FARVISION**
- c. **Business Partnering**: with Management team to provide strategic input on business decisions.
- d. Accountable for **PMS** of all employees through 360-degree model, Accountable for **HR Audit resolution**
- e. Accountable for all Disciplinary actions (including **POSH**)
- f. **43% increase in sourcing efficiency** by optimizing channels & leveraging networking and referrals.
- g. **Reduced Recruitment costs by 48%**
- h. **Reduced time-to-hire by 31.5%** through streamlined Interviews and prompt follow-ups.
- i. **98% satisfaction rate** among **new joiners** by ensuring a smooth and welcoming onboarding experience.
- j. **16% increase in employee performance ratings** by implementing effective PMS.
- k. **Resolved 92% employee queries and concerns** within 24 hours, demonstrating supportive environment.
- l. Improved **attendance accuracy by 22%** through diligent tracking of trend reports and interventions.
- m. Organized team-building activities and events, resulting in a **30% increase in team cohesion and morale**.
- n. Increased **employee skill levels by 40%** through targeted training initiatives.
- o. Achieved a **90% completion rate** for mandatory Training programs.
- p. Market research to ensure competitive compensation, leading to an **11% increase in employee retention**.

■ Significant Highlights at Meghalaya Cements Ltd. (TOPCEM Group)

- a. **Closed Recruitment worth INR 2.6 Crores within a span of 5 months** for Senior positions (VP/ GM/ HOD).
- b. Implemented Automated Employee Life Cycle (Hire - Retire) to automate and improve HR processes.

■ Significant Highlights at previous organizations:

- a. Veeyu HR (**Star Performer**), PeoplePro (**Cash rewards as PLI**), Drove new client development initiatives and nurtured CRM
- b. Accolades in B.K. Birla, Kompanero (**BEST HR PRACTICES**) & Lux (implementation of **HR Module**, Streamlining **Payroll**, rolling out **PMS** and 100% Statutory Compliance target).

Key Responsibility Areas	Activities
Talent Acquisition & Workforce Planning, Strategic hiring aligned with business growth and budgeting.	• GAP Analysis, Manpower planning, Market Intelligence, Headhunting • Portals (Naukri, Indeed, Monster, Times job, LinkedIn), Advertisement, Referrals, Networking (LinkedIn, Facebook), job posting, IJP, mass mail. • Campus Recruitment drives from reputed institutes. • Orchestrated skills in salary negotiations, psychometric testing, reference checks, verification of joining documents and payslips (BGV). • Post Offer Follow-up to maintain candidate engagement. • Contingency planning / shadow pipeline: parallel interviews to sustain hiring momentum in case of offer declines.
Onboarding & Employee Lifecycle Management, Conscientious Execution: Offer, Appointment, Contract, Confirmation	• Induction, Appointment & Joining Forms, Joining Intimation • Contract preparation (New and Renewal) • Comprehensively orient existing and new employees about policies, KRAs, KPIs, opportunities for career progression and employee benefits • Probation evaluation & Confirmation/ extension
Compensation & Benefit, R&R: competitive reward framework	• Adept in thorough analysis of prospective joiner CTC components with detailed understanding of fixed pay, variable pay, PLIs, and other benefits. • Compute CTC structures in line with organizational policies, securing management approvals for variable pay, PLIs, and cash benefits. • Roll out Rewards and Recognition (R&R) awards on a monthly basis.
Performance Appraisal Management for both Corporate & Site employees & Goal Management Driving KRAs, KPIs, reviews, and PIP	• 360-degree feedback module to evaluate performance against KPIs. • Balance Score Card for appraisals, ensuring accuracy. • Trained employees on BSC submission through E-PMS platform. • Partnered with leadership to identify and nurture high-potential employees, while driving R&R for outstanding performance. • Led PIP processes, monitoring progress in collaboration with managers. • Prepared and circulated updated JD post PMS to align roles. • HR documentation and salary sheet updates, including restructuring salary
Payroll: Pay-days, arrear, leaves, joiner, Advances, Adhoc pay, increments, LWF, TDS, LTA, Reimbursements	• Payroll Processing for Corporate & Factory/ Site employees (both through ERP & Manually), Attendance & Leave Management, Deputation records. • Implemented ESSL & Geo- tagged HRMS, JIO attendance (trial version) • Handling payroll queries and discrepancies efficiently, resolving issues promptly to maintain employee trust and satisfaction.
Compliance (PF, ESI, P.Tax, Gratuity) Labour laws, POSH	• Timely enrolment of employees into statutory benefits & timely payment. • Handled POSH Compliances as an active member of the POSH Committee.
Disciplinary Actions	• Warning Letters, PIP, Termination Letters
Exit Formalities	• Exit interview (analysing retention), NOC from related departments • Full & Final Settlement preparation (F&F), verification, timely disbursal. • Release & Experience Certificate, Code of Confidentiality documentation
HR Dashboard Human Resource Information System (HRIS) Data-driven insights for strategic decision-making	• Monitor key HR metrics like time-to-fill, time-to-hire, and source of hire. • HR documentation under ISO, HR Audit in compliance with Labour Laws. • Organogram, Induction presentation, Joiner Separation, Recruitment • Central Coordinator between H.O & Sites/ Plants for implementation of E-HR (online portal system) and e-PMS across all locations. • Oversee HRIS data management including LMS manager mapping for PMS, attendance, shift scheduling, and employee leave balances. • HR Employee Handbook explicitly stating all Policies and Benefits. • Initiate structured employee database management in Google Drive. • Restructure filing systems for employee personal records to ensure accuracy, accessibility, and compliance.

**HR Admin & Operations,
Vendor Management**

- **Drive brand advocacy initiatives** to strengthen organizational identity and employee alignment
- **Oversee facility management and employee services:** monthly T.A, security, housekeeping, canteen/pantry, car allotment, guest house arrangements, pest control, hygiene, and workplace safety.
- **Manage employee benefits:** Medclaim, accidental insurance, and vendor empanelment for facility, security, and supply services.
- **CSR activities** through participation in community-focused programs
- **Facilitate vendor empanelment** for issuance of ID cards & business cards.

**Employee Relations &
Engagement**

- **Lead employee engagement and welfare initiatives** including festival celebrations, office outings, plantation drives, charity donations, medical checks, “Star of the Month” recognition, in-house recreational activities.
- Diverse **workshops** across companies to foster learning and collaboration
- Birthday & Work Anniversary Celebrations, Employee **Induction Kit**
- Mediate **grievances & conflicts** to ensure timely & constructive resolution.

**Learning & Capability
Development**
Continuous upskilling through
structured training programs

- Ensure a motivated climate including ample opportunities for career growth and professional development
- Implement **annual training calendar** for H.O & Sites with respect to Individual Development Plan survey & aligned with business needs.
- Employee feedback, identification of the improvement areas post T&D.
- Imparting **Training on HRIS (E-HR & E-PMS)** in all locations.

1st in Leadership Games organised by St. Xavier's College

2nd in Inter-Group Antakshari from B.K. Birla Group

2nd in Strategic Games organised by Techno India Group

Extra Mile Participations

Runner-up in Badminton Mixed-Doubles from B.K. Birla Group

Organized cultural events at Sangeet Kala Mandir

Organized Workshops on HR, Personality Development, employee engagements.

Ex-Member of ISTD

Industrial Visit to ITC

I do hereby declare that the particulars of information and facts stated herein above are true and complete to the best of my knowledge and belief.

Date: 18-Jun-26

Place: Kolkata

(PRIYANKA BHAUMIK)