

PAYEL DAS

HR Professional

HR Generalist with around 5 years of experience dedicated to Recruitment, Performance Management, Training & Development, Policy formulation and HR Administration



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Kolkata, India

07 December, 1995

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WORK EXPERIENCE

HR Analyst (Talent Acquisition) Capgemini Technology Services Ltd.

01/2022 - Present

Kolkata

Responsibilities

- ▶ Sourcing candidates from Naukri.com, LinkedIn and employee referrals portal. Maintaining strong pipeline at all times.
- ▶ Screening, scheduling interviews, initiating documentation, salary (CTC) negotiation, Offer, Coordinating for ensuring successful onboarding of the candidates.
- ▶ Working on volume hiring, niche profiles and leadership hiring (e.g. Digital Analytics, Data Analytics, Graphic Designers with Top Notch Portfolio, Campaign Management, Communication strategists, Oracle Consultants etc.)

HR Assistant (HR Generalist) Texmaco Rail & Engineering Ltd.

07/2017 - 01/2022

Kolkata

TEXMACO is a well known Manufacturing company in the field of Heavy Engineering, Steel Casting, Bridges & Structural and Hydromechanicals.

Responsibilities/Tasks

- ▶ Recruitment (Volume hiring, Niche roles and leadership hiring): Sourcing candidates (Naukri, LinkedIn, employee referrals, institutions), scheduling interviews, reference checks, CTC negotiation, offer. Induction.
- ▶ Talent Management: Designing career graph for employees. Internal mobilisation of resources.
- ▶ Performance Management: Defining business aligned KRAs and KPI to the employees. Annual Performance Appraisal using weightage rating scale aligned with balanced scorecard. Annual increments. Designing PIP
- ▶ Training & Development: Training Need Identification. Identifying skill gaps. Preparing annual training calendar. Organizing training sessions. Soft skill development. Recording performance improvements on completion of training and identifying further skill gaps and training needs for imparting trainings.
- ▶ Was partially involved in IR (Labour Relations)
- ▶ Modifying policies and SOPs
- ▶ Grievance handling, conducting internal surveys, POSH, organizing canteen committee meeting.
- ▶ Exit formalities.
- ▶ Helping in payroll processing using Anglo Swiss Smart Office Suite Software.

25 June, 2022

SKILLS

- Performance Management
- Talent Management
- Recruitment
- Onboarding
- Training & Development
- Reward & Recognition
- Policy Formulation
- Salary Benchmarking
- Labour Relations
- Grievance Handling
- Employee Engagement
- Organisational Development
- MS Excel
- MS Word
- MS Powerpoint
- Power BI
- Oracle
- SAPHR

EDUCATION

Strategic Human Resource Applied Analytics IIM (Rohtak)

06/2022 - Present

MBA (HR)

Sikkim Manipal University - DE

2021

Bachelor of Arts

University of Calcutta

2016

CERTIFICATES

Diploma in Information Technology Application from Youth Computer Training Centre, Govt. of WB. (04/2012)

HR Analytics - Build an HR dashboard using Power BI - Coursera (02/2022)

Getting Started with Power BI - Coursera (03/2022)

ACHIEVEMENTS

Highest training hrs during lockdown through Zoom in Texmaco

Successfully implemented structured PMS in Texmaco