

# Soumyajit Mitra

## HR Professional

A qualified HR professional with over 12 years post qualification experience in the varied Human Resource arena seeking a suitable placement in Kolkata.

### Qualifications

#### Academic

Institution	Year of Passing	Board/ University/ Degree	Percentage Achieved
St. Xavier's College, Kolkata	2005	University of Calcutta	Part I – 51% Part II – 62% Overall – 56%
St. Xavier's College, Kolkata	2002	W.B. Council of Higher Secondary Education	66% (Ranked 2 <sup>nd</sup> in St. Xavier's College)
St. Xavier's Collegiate School, Kolkata	2000	W.B. Board of Secondary Education	68%

#### Professional

**Masters of Human Resource Management (MHRM)** from Indian Institute of Social Welfare & Business Management (**IISWBM**), Kolkata in 2008. It is a 2-year full time degree course and admission is based on CAT result.

#### Projects (as a part of MHRM)

- Completed **Summer Project** on “Recruitment and Selection - Trends and Practices” in **Balmer Lawrie & Co Ltd.**
- 2 Summer Attachments:
  - ‘Recruitment and Selection’ in Hotel Industry” in **New Kenilworth Hotel** and
  - “Induction and Training” in the marketing department of **SAIL**.

#### Knowledge of SAP and Computers

- Completed certificate course in **SAP HR** in 2011 from ‘Infocus Education’.
- Proficient in **MS Office**. Completed a course on software skills “Tec vantage” from NIIT in 2006. Extensive working knowledge particularly in Excel and Word.

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## Experience

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### May 2020 till date

**Manager in HR Department** in an ITES company, in its corporate office in sector V, Salt Lake. The job role is responsible for various HR activities and reports to the Head of HR of the company. Responsibility includes preparation of all communication to employees over the entire employee life cycle starting from offer letter to final settlement, payroll, overseeing attendance and joining records, employee data base management

### August 2019 till January 2020

**Manager – HR** working in manufacturing industry, namely Rahee Infratech Limited in its corporate office in Howrah, close to Kolkata. Responsibility included Talent Acquisition, preparation of HR policies and MIS. Reporting was to the Head of HR.

### June 2008 – Till June 2019

**Deputy Manager - HR** worked in Kolkata in the corporate HR of MAGMA Fincorp Limited, a leading NBFC with pan India presence. The role was responsible for Talent Acquisition and of HR generalist activities reporting to the General Manager-HR.

### Experience Include:

- **Talent Acquisition** – includes profile searching from job sites, interview, selection, salary negotiation, issuing offer letter and appointment letter.
- **HR policies** – preparation of new policies, review and modifications of existing policies, presentation to the management for approval and issue.
- **Payroll** preparation for office employees including attendance monitoring, related coordination with Department heads and Finance team.
- **Employee data base** management and related HR MIS preparation
- **Performance Management** – Monthly performance monitoring of employees. It includes Incentive management of sales fleet of 4,000 employees in NBFC and Employee engagement activities.
- **Review & confirmation** of probationers
- **Post recruitment** joining formalities including induction training, employee account creation in PF and ESI government portals.
- **FFS-** Processing & administration of full and final settlement for retiring and resigning employees

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- **General** - Employee movement tracking, transfer letter issue, employee loan, Contracted employee payment, coordination with vendor of HR department, data management & reporting

## Special Achievement:

- Modification of HR policies in line with business needs.
- Ensuring smooth transition of FFS from manual to computerized system.

## Personal Particulars

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- **Date of birth** - 14<sup>th</sup> November, 1983.
- **Address** - 14, Sarat Bose Road, Kolkata-700020.
- **Contact Number** – (M) +919748741372
- **Email** - [soumyajit\\_14@yahoo.co.in](mailto:soumyajit_14@yahoo.co.in)  
[sitram90@gmail.com](mailto:sitram90@gmail.com)
- **Languages Known** - English, Bengali and Hindi.
- **Extra-curricular Activities Undertaken** – Was a member of debating society of St. Xavier's College, swimming and chess during student days.
- **Location preference:** Kolkata
- **CTC:** INR 5.50 lakhs.
- **Expected CTC** – Negotiable.
- **Notice Period:** I have a notice period of 60 days but will try to reduce it against my accumulated leave.

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10/03/2023