

ARKAPRAVA BANERJEE



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Gender: Male

Permanent Address: 24/1, Onkarmal Jatia Road, Bataitala, Howrah-711103

SPECIALIZATION:

Human Resource Management

WORK EXPERIENCE:

Company: Biocon Limited

Duration: February, 2020 – May, 2020

Designation: Senior Executive – Human Resources Learning and Development

Job Performed: Learning and Development Coordination Activities such as:

- Training Coordination
- Tracking Attendance , Generating Reports
- Monthly and Annual Training Calendar Preparation
- Vendor Management and Payment
- Training Room In charge , along with stationary and other needs management
- Training Need Analysis , Post Training Feedback Analysis

Company: TCG Lifesciences Pvt. Ltd.

Duration: July, 2018 – September, 2019

Designation: Executive – HR & Admin

Job Performed: HR Generalist Activities, such as:

- Joining Formalities , Onboarding of the New Joinees
- Induction Process Coordination , Resource Allocation
- Employee Attendance Management (Biometric System)
- Employee Database Management
- Employee Grievance Handling
- Handling Internal and External Audits
- Exit Formalities
- Administrative Duties and Client Handling during Visits

Company: Senrysa Technologies Pvt. Ltd.

Duration: August, 2017 – May, 2018

Designation: Associate Manager – Human Resource

Job Performed: HR Generalist Activities, such as:

- Recruitment , Onboarding and Joining Formalities for the New Joinees
- Training and Development
- Employee Attendance Management , Leave Management
- Employee Database Management
- Employee Relationship , Engagement , Grievance Handling
- Exit Formalities
- Office Administration, Facility Management and Asset Tracking
- Preparation of Yearly Holiday List for Corporate and State Offices , Conducting Internship Programmes , Organizing Corporate Events , Company Policy Drafting

Company: Cognizant Technology Solutions

Duration: March, 2013 - December, 2014

Designation: Programmer Analyst

Job Performed: Application Development and Maintenance Responsibilities, such as:

- Requirement Analysis and Estimation
- Preparation of Documents
- Application Development, Testing and Deployment
- Work Review, Guiding and Mentoring junior members of the team
- Communication with Onsite Team
- Handling Knowledge Transfer Sessions, giving KT to IBM associates, maintenance partner for the client

ACHIEVEMENTS:

- Certificate of Appreciation from the Client, for “Outstanding Efforts and Contributions”.
- Introduced Biometric Attendance System at TCG Lifesciences Pvt. Ltd.
- Organized Corporate Picnic at IBIZA The Fern Resort & Spa, Kolkata.
- Organized Internship Programme for the Marketing Division of the Company.
- Completed course on “RDBMS Concepts and Oracle”, designed and developed by IBM.

EDUCATIONAL DETAILS:

Examination	Year of Passing	Institution	Board / University	CGPA / Percentage
MHRM (Master of Human Resource Management)	2017	Indian Institute of Social Welfare and Business Management (IISWBM)	University of Calcutta	69.25%
B.Tech (Computer Science and Engineering)	2012	Institute of Engineering and Management (IEM)	West Bengal University of Technology	7.77 (DGPA)
ISC (12th)	2007	St. Thomas’ Church School	C.I.S.C.E	70.25%
ICSE (10th)	2005	St. Thomas’ Church School	C.I.S.C.E	70.80%

INTERNSHIP:

- **Company:** Mendine Pharmaceuticals Pvt. Ltd.
- **Duration:** 2 Months (1st June, 2016 – 30th July, 2016)
- **Project Title:** “Employee Satisfaction Survey, 2015-2016”
- **Job Performed:** Study was done to enquire about the employee satisfaction level, expectancies and possible remedial solutions where there is a need, for all the employees of the organization.

COMPUTER PROFICIENCY:

- MS Word, Excel and Power Point.
- Oracle, Sybase, MySQL Database.
- Programming Languages (BASIC, C, C++, Java, C# .NET, PowerBuilder, HTML).
- Windows, Linux, Unix Operating Systems.

LANGUAGE PROFICIENCY:

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Bengali	Yes	Yes	Yes

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