

# ARKAPRAVA BANERJEE



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**Gender:** Male

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## SPECIALIZATION

Human Resource Management

## WORK EXPERIENCE

**Company:** Sangbad Pratidin (**Industry:** Media, **Location:** Kolkata)  
**Duration:** November, 2021 – Present  
**Designation:** Assistant Manager – HR  
**Job Performed:** HR Responsibilities such as:

- Talent Acquisition, Campus Recruitment
- Joining Formalities, On Boarding
- HR Policy Drafting
- Employee Attendance Management (Biometric)
- Payroll Processing
- HR Communications
- Employee Grievance Handling
- Employee Query Addressing and Harmony Maintenance
- Disciplinary Action
- Exit Formalities
- Employee Engagement Activities
- Change Management for Digital Vertical - HRBP

**Company:** NSHM Knowledge Campus (**Industry:** Education, **Location:** Durgapur)  
**Duration:** November, 2020 – October, 2021  
**Designation:** Assistant Manager – Human Resources  
**Job Performed:** Location HR Functions, such as:

- Recruitment, Joining Formalities, On Boarding
- HRMS
- Employee Attendance Management
- HR Communications
- Employee Grievance Handling
- Addressing Employee Queries
- Exit Formalities
- Engagement Activities

**Company:** Biocon Limited (Industry: Pharmaceutical, Location: Bangalore)  
**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
- Understanding Business Training Needs
- 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. (Industry: Pharmaceutical, Location: Kolkata)  
**Duration:** July, 2018 – September, 2019  
**Designation:** Executive – HR & Admin  
**Job Performed:** HR Generalist Activities, such as:

- Joining Formalities, On Boarding of the New Joiners
- Induction Process Coordination, Resource Allocation
- Employee Attendance Management (Biometric System)
- Employee Database Management
- Employee Grievance Handling
- Handling Internal and External Audits
- Exit Formalities
- In-house build HRMS Input & Updation
- Administrative Duties and Client Handling during Visits

**Company:** Senrysa Technologies Pvt. Ltd.  
(Industry: Financial Inclusion & E-Commerce, Location: Kolkata)  
**Duration:** August, 2017 – May, 2018  
**Designation:** Associate Manager – Human Resource  
**Job Performed:** HR Generalist Activities, such as:

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

**Company:** Cognizant Technology Solutions (Industry: IT, Location: Kolkata)  
**Duration:** March, 2013 - December, 2014  
**Designation:** Programmer Analyst  
**Job Performed:** Application Development and Maintenance Responsibilities, such as:

- Understanding Client Needs
- Requirement Analysis and Estimation
- Preparation of Relevant Documents for proposal and delivery
- 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.
- Completed course on "RDBMS Concepts and Oracle", designed and developed by IBM.

## EDUCATIONAL DETAILS

| DEGREE  | YEAR | INSTITUTION   | BOARD / UNIVERSITY                   | DGPA / PERCENTAGE |
|---|------|---|--------------------------------------|-------------------|
| MHRM<br>(Master of Human Resource Management) | 2017 | Indian Institute of Social Welfare and Business Management (IISWBM) - Kolkata | University of Calcutta               | 69.25%            |
| B.Tech<br>(Computer Science and Engineering)  | 2012 | Institute of Engineering and Management (IEM) - Kolkata                       | West Bengal University of Technology | 7.77<br>( 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"  
**Activity:** 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

- English (Read, Write, Speak)
- Bengali (Read, Write, Speak)
- Hindi (Read, Write, Speak)

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