



KAUSTAV CHOWDHURY

HR PROFESSIONAL (MBA- HRM) (B.Tech.)(EE)



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Human Resources Professional with experience in **talent acquisition, employee relations, and HR digitization and HR policy implementation.** Utilize expertise to create positive workplace environments and drive organizational success through the implementation of HR initiatives, fostering a culture of growth and productivity; targeting challenging opportunities in **HR Business Partnering, Talent Acquisition, and Employee Relations** in dynamic and growth-oriented organizations.



Education

- 2022: **MBA- HRM** from Indian Institute of Social Welfare & Business Management (University of Calcutta)
- 2020: **B. Tech. in Electrical Engineering** from B.P. Poddar Institute of Management and Technology (WBUT)



Core Competencies

HRBP / HR operations

HR Digitalization

Talent & Performance Management

Organizational Development

Change Management

Labor Relations

Compensation & Benefits

Employee Relations

Conflict Resolution



Soft Skills

Communicator

Attention to Detail

Collaborator

Planner



Profile Summary

- HRBP with expertise in **manpower budgeting, performance management, recruitment, employee engagement, grievance handling, cultural change initiatives, training and development**, rewards and recognition, and aligning HR initiatives with organizational goals
- Talent Acquisition**; proficient in **sourcing, screening, scheduling, and conducting interviews** for new business verticals, evaluating existing recruitment processes, identifying challenges, and providing feedback for improvement.
- HR Digital Transformation**; showcased skills in **automating project management systems for year-long trainees through the implementation of a Web Portal, streamlining workflow for clearance approval, F&F settlement, and exploring automation opportunities for HR processes for developing HR Portals** and reviewing plant HR operations for automation possibilities, addressing challenges for efficiency.
- Plant Business HR**; experienced in **managing various plant HR functions**, taking care of employee lifecycle (selection, onboarding, exit formalities, conducting exit interview), addressing employee queries and grievances, supporting management with **employee engagement surveys and ensuring compliance** with safety protocols in plant operations.
- Industrial Relations**; familiar in **managing relationships with unions or worker representatives** and labor-related issues, co-ordination with worker union, Contract Labour Management-Monitoring Labour Law Compliances (Wage Payment, PF, ESIC, Leave). liaising with authorities, statutory compliance, conciliation proceedings, court matters, settlement of wage payment & other concerns.
- HR Analytics**; pivotal in **preparing monthly HR reports for all assets, covering recruitment, exit, IR issues, POSH matters** and so on; conducting exit interview analysis reports, providing valuable insights and actionable recommendations.
- HR Budgeting**; in-depth knowledge in **collaborating with cross-functional teams to develop comprehensive manpower budget file aligned with organizational goals** and ensure optimal resource allocation, identify areas for optimization, and enhance efficiency within the HR domain.
- Proven skills in **driving Rewards and Recognition programs for multiple plants with a manpower of 300+ employees and planning & conducting employee engagement activities, diversity and inclusion (D&I) sessions, and POSH training for various plants.**



Work Experience

Since Jul'22 | Human Resource Business Partner | **ArcelorMittal Nippon Steel India, Gujarat**
Role:

- Spearheading talent acquisition efforts, including sourcing & screening of ideal candidate after analyzing job description, and conducting interviews for new business verticals, resulting in the successful recruitment of top-tier talent, conducting post selection process (compensation discussion, medical test), creation of Job Description for having JD Bank.
- Evaluating and enhancing the existing recruitment process, providing valuable feedback to optimize and streamline the talent acquisition function.
- Managing various plant HR functions, supporting management with employee engagement surveys.
- Supporting management in liaising with government bodies, Statutory Compliances and Liaisoning and Employee Relation, coordination with worker union.
- Developing & driving employee engagement activities, diversity and inclusion sessions, and POSH training for multiple plant locations, fostering a positive and inclusive work environment,

Selected Highlights



Implemented automated project management systems, resulting in enhanced workflow efficiency and productivity.



Developed employee engagement activities & diversity & inclusion sessions, fostering a positive and inclusive work environment.

Achievement

GATE 2020 qualified in Electrical Engineering with a score of 524.

Awarded "Intern of the Week" at Blitzjobs during the internship period.

- ➔ resulting in an increase in employee satisfaction and a more positive and inclusive work environment, Mentor Mentee Meet to foster collaboration and harmonious relations between newly hired trainees and leadership. Skip level meeting for employees and derive action points for increasing employee satisfaction.
- ➔ Implementing a comprehensive HR digital transformation strategy, integrating new technologies to streamline HR processes and enhance data-driven decision-making, resulting in improved operational efficiency and strategic workforce planning, Automating the project management system trainees, conceptualizing and implementing a web portal to facilitate efficient workflow and progress tracking.
- ➔ Leading the successful implementation of a new employee engagement initiative,
- ➔ Conducted PMS drive for timely completion of goal setting, ensuring timely feedback session.
- ➔ Managed effective implementation of HRM processes within business operations to ensure alignment with BU strategy and organizational goal.
- ➔ Formulation and upgradation of HR policies to ensure HR strategies aligned with organizational goal.

Achievements:

- ➔ Streamlined project management systems, resulting in improved workflow efficiency and productivity, contributing to overall operational effectiveness.
- ➔ Achieved an increase in recruitment process efficiency by automating the project management system for year-long trainees and implementing a web portal for clearance approval and F&F settlement, leading to streamlined workflows and enhanced productivity.

Internship

Jun'21 -Jul'21 | HR Generalist Intern | [Blitzjobs, Bengaluru](#)

Role:

- ➔ Sourced job openings from portals and managed the recruitment process for over 50 interns, conducting interviews and overseeing the selection process.
- ➔ Managed onboarding formalities, ensuring a smooth and seamless integration process for new hires.
- ➔ Introduced a new recruitment process enhancement initiative, resulting in an improvement in the efficiency of the recruitment process, leading to a more streamlined and effective talent acquisition function.

Highlight:

- ➔ Analyzed the recruitment process, identifying areas for improvement and providing actionable recommendations for process enhancement.

Personal Details

Address: 299/1, Brahmapur Road, Battala, Bansdronei, Kolkata - 700096

Languages Known: English, Bengali, and Hindi

DOB: 22nd June 1998