

Moupeeyashi Ghosh Kundu

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Career Objectives

To be associated with a company which can provide an environment to grow and where I can add value as a HR Professional; be a part of its progressive environment, giving scope to enhance my knowledge, utilize my acquired skills while being resourceful and innovative.

Work Experience

Present Organization: Capgemini India Private Limited

⊗ **Company Profile:** Capgemini is one of the world's foremost providers of consulting, technology and outsourcing services.

⊗ **Designation :** Process Associate

⊗ **Duration :** April'18 – April'20

⊗ **Key Responsibility Area:** India Recruit to Work

- Subject matter Expert of the Indian Recruitment Process and operations
- Handling End to end recruitment life cycle for PAN India, Singapore and Philippines.
- Enhancing employee full life cycle communication with preparation and issuing of letters like Appointment, confirmation, re-designation, promotion, transfer, increment etc to ensure optimum manpower utilization.
- Working on tools like Escriba, Taleo and Workday.
- Managing Pre-employment medical checkup, Background verification and the logistics process through Empanelled Vendor.
- Coordinating & Ensuring timely completion of joining formalities with submission of documents by the candidate and creating employee file.
- Ensure complete arrangement for on boarding of a new joiner.
- Training the new team members on process.
- Preparing weekly and monthly recruitment reports and maintain Recruitment MIS.
- MIS Preparation and report generation through SAP and Workday
- Drafting and designing the Local and Global Work Instructions.
- Active member of the Make a Difference Forum for employee engagement.

⊗ **Designation:** Associate Consultant

⊗ **Duration:** Jul'15 –March'18

⊗ **Key Responsibility Areas :** Global GHRA - MDM Team

- Responsible for Employee Life cycle management that includes Onboarding, Confirmation, Leave calculation, Transfers, Promotion, Demotion and Exit formalities for EAMES Region
- Administering HR service requests for client and taking care of employee's Payroll, Employee's HR Demographic Data
- Handle all transactional activities on SAP HR Module on Personnel Administration (PA), Time Management(TM), Payroll, Organizational Management (OM), Performance Management (PM) & Talent Development (TD) for Client Employees globally.

- SAP T Codes used – PA 20, PA 30, PA 40, PA41, PO10, PO13 etc.
- OM & PA activities like Org Structure and Position creation, position movement, position change, employee hiring, training, probation, confirmation, transfer, redesignation, retention, promotion, Demotion, exit separation, retirement.
- Frame all process documentation (process maps and procedures) and other documentation within agreed timeframes
- Ensuring smooth day to day operations for end to end HR and Benefit processes by guiding team members.
- Ensuring all Service Level Agreements/Operating Level Agreements is met on a day to day basis.
- Responsible to perform the audit on the transactions done by the other team members and to provide the feedback to the processors to mitigate the errors in future.
- Managing the monthly performance deck for the global presentation
- Responsible for reporting the monthly performance matrix .
- Training new members of the team enhancing their process knowledge.
- Assist Country HR team & HR BPs with all payroll & Org structure related concerns.
- Member of BCP (Business Continuity Plan)

⊖ **Key Responsibility Areas** : Global Service Team

⊖ **Duration:** Dec'14 – June'15

- Provide Global support for Compensation and Benefit process for Syngenta's presence across 89 countries.
- Process and development of GWI (Global Work Instructions) and LWI (Local Work Instructions).
- Compensation and salary increase calculation, ABS, STI calculation,
- Calculate salary based on Line Managers proposal and generate compensation letter using mail merge.
- Providing effective client service like handling complicated customer queries and questions within the TAT.
- Give on call support to HRBPs (HR Business Partner's) and answer queries through eNable ticketing tool.

Previous Organization: Siddha Real Estate Development Private Limited

⊖ **Company Profile:** Siddha is a high class real estate developer and marketer, with full fledged offices and facilities in Kolkata and Jaipur .

⊖ **Designation:** Assistant Manager (Human Resources)

⊖ **Duration:** April '13-Aug'14

Key Responsibility Areas:

- Recruitment & Selection process along with the Induction and complete On boarding of candidate
- Performance Management
- Training & Development.
- Employee Relation & Retention.
- Organization Structure & Manpower Planning.
- Preparation of all forms and implementation of the same.
- Maintenance of employee records and updating master data record.
- Full and final settlement calculations and issuing relieving and experience letters and Managing exit interviews.
- Involved in Human Resource ISO Audit process of the organization as Management Representative.

Previous Organization: Sphinx Consultants

⊖ **Company Profile:** Professional member of IEX & Consultant of Renewable Energy and Wind Energy Management

⊖ **Designation:** Dy Manager (HR & Business Development)

⊖ **Duration:** June '12-April '13

Key Responsibility Areas:

- Involved in the development of marketing strategies for the company sales support to the team
- Manpower planning and recruitment and ensure achievement of the recruitment targets.
- Short listing candidates, scheduling, interview, negotiation and offer acceptance.
- Employee relations and employee retention programs.
- Attendance, payroll and salary administration.
- Involved in the performance review of staff.
- Conducting induction & joining formalities.

Previous Organization: M/ S Manikaran Power Limited

⊖ **Company Profile:** Professional member of IEX dealing in Trading of Power and REC.

⊖ **Designation:** Assistant Manager (HR & Business Development)

⊖ **Duration:** January '11 –April '12

Key Responsibility Areas:

- Recruitment for various positions, induction & joining Formalities.
- Short listing candidate's profiles according to departments, scheduling, screening in interview.
- Plan and prepare annual manpower acquisition plan and required budget allocation for the same.
- HR Administration & Welfare.
- Attendance, Payroll and Salary Assistance.
- Manage the Human Resource Information system.
- Inspection of branch offices for compliance and housekeeping.
- Training & Development, employee engagement and performance appraisal.

Skill Set

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| <ul style="list-style-type: none">○ Knowledge of HR process/ policies (Administration/ Recruitment tools/ Performance system model and compensation).○ Communication and networking skill.○ Strategy making and Motivating people○ Planning and organizing skill.○ Strong Interpersonal Skill with Teamwork and collaboration. |
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Educational Background

Professional:

MBA from Heritage Institute of Technology in 2011 with 78% [Specialized in Human Resource & Marketing]

Academic:

Completed Graduation (**BBA**) from Techno India, Salt Lake (Kolkata) in 2009 with 73%.

Completed **12 th** (WBBHSE) from BallygungeShikshaSadan (Kolkata) in 2006 with 74%.

Completed **10 th** (WBBSE) from BallygungeShikshaSadan (Kolkata) in 2004 with 73%.

Computer Proficiency

Windows 95 to Windows 7, MS Word, MS Excel, MS PowerPoint and Internet, SAP (6.0), SAP Weaver Portal (ESS/ MSS), eNable (eNate) a Citrix, Taleo and Workday.

A quick learner if it comes to operating on new applications as per business requirements.

Hobbies and Interests

Reading books, Travelling, Photography and Painting.

Personal Information

Date of Birth: 9th September 1987

Marital Status: Married

Passport Number: J9603765

Languages Known: English, Hindi and Bengali

I do hereby declare that the above information is true to the best of my knowledge and belief.

Moupeeyashi Ghosh Kundu