PRASENJIT
SENGUPTA

ASSISTANT MANAGER HR OPERATIONS

PHONE | (+91) 9833113694

EMAIL | prasenjitsengupta31@gmail.com

LOCATION | Kolkata, INDIA

EXPERIENCE | 13 Years 0 Month

Key Skills

- Onboarding
- Employee Grievances
- Conflict Management
- Time Management
- Excel
- Hr Operations
- MIS
- Vendor Management
- Employee Relations
- Human Resource Management
- HR Generalist Activities

Certification

- Internal Audit & Quality Management System

Languages

- English
- Hindi
- Bengali

Profile Summary

I have completed Bachelor of management studies. Presently I am working with Nelito System ltd. My designation here is Assistant manager (HR Operation & MIS). Below is my Job Profile: MIS Report & Analysis: Weekly/Monthly manpower analysis and KPR Report. Finance and HR related MIS. Responsible for Time and Attendance Reporting of Talent Team. Produced various HR reports via Excel v-look up, pivot tables. Prepare report as per Sr Mgmt requirements. Maintain Claims tracker, TS tracker, Confirmation tracker. Prepare Wage register, Muster roll. Managing complete backend operations: Monthly contract extensions. invoicing related activities. Follow up candidates regarding their Timesheet. Raise Supplementary Timesheet and Manual Billing. Managed multiple worker's compensation claims. Processing various claims like OT FATA, Conveyance Allowance, Night Shift. Prepare Compliance documents. Collecting approved attendance sheet

Work Experience

Assistant Manager HR Operations
Nelito Systems Pvt. ltd.
07/2018 - Present

- Orchestrated complete HR operations, including attendance management, claim management, statutory compliance support, payroll, and other HR & MIS activities.

- Streamlined attendance management by following up with employees for approved

timesheets, collecting and regularizing approved attendance sheets in the portal, and collaborating with the finance team to raise invoices.

- Efficiently managed claim processing for external employees, covering OT, NSA, conveyance claims, arrears for stipend-based employees, and office expenses.

- Provided robust support for statutory compliance by preparing wage register, muster roll, and overtime register, collecting and sharing PF, PT, and ESIC paid challans with the clients' compliance team, uploading compliance documents on CMS, and effectively coordinating with internal HR and finance teams as well as clients for compliance-related matters.

- Oversaw the entire payroll process for stipend-based employees, involving obtaining approval for stipend salaries, preparing salary MIS, processing it with the finance team, maintaining compliance tracker, and sending invoice letters for salary processing.

- Supervised internal HR workflows and database-related work while educating junior staff on essential HR procedures and standard operating procedures.

- Played a key role in resolving major employee grievances and ensuring accurate and updated employee records.

- Proficiently prepared and issued salary certificates to stipend employees and diligently managed other HR and MIS activities.

- Managed salary certificates issuance for stipend employees and conducted regular updates to employee records, ensuring the accuracy of the data.

Senior Analyst
eClerx Services
04/2015 - 06/2018

I created pre-sale Quotes, updating Quotations

& Price as per Client's requirements. I audit Quotes and configurations provided by Client. I manage all incoming data files, prepared daily / weekly reports for my team. Maintaining complete database. Collating attendance/Timesheet details from resources across projects & forwarding it to HR & Finance. I prepared weekly MIS report, Dashboard. I audited data provided by client, answered to the daily query / e-mails by Client. I managed Failure modes and effects analysis (FMEA) & prepare CLPM, prepare SOP, prepare Training Doc. Prepared Training Documents. I maintaining daily work matrices, prepare Daily Work report and send it to Client.

Back End Executive
Bonanza Portfolio ltd.
12/2010 - 11/2014

My responsibilities include Backend Operations, Managing Client Portfolio, Keep the track record of the clients, Maintaining the record of sales & purchase of stock, KYC.

Education

B.B.A/ B.M.S - Management
2010

Mumbai University

12th
2004

West Bengal , Bengali / Bangla
Grade - 45-49.9%

10th
2002

West Bengal , Bengali / Bangla
Grade - 70-74.9%

Projects

Internal Audit & Quality Management System
0 Days

1)Internal Audit Procedures 2)Assessment Techniques 3)Analysis Techniques 4)Reporting Procedures

CLPM NUTANIX Quote Creation
0 Days

CLPM Stands for Click Level Process Map. Objective of CLPM is to capture all the complexity and improvement opportunities by analyzing each step in detail. This map is considered a living document. This gives you a blue print for how the process is done. This is a valuable time saver for all staff, but particularly for new starters where process maps can really support the induction process.

Hedge Rate Calculator (BPI).
0 Days

At the time of Creating quote we need to convert hedge rate as per the client??s requirements, By the use of this crawler can convert the hedge rate which saves our time and gives accurate result to maintain the quality as well as quantity.