

**TINA DATTA**

**HR -Generalist**

PERSONAL INFORMATION

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 **EXPERIENCE**

* ***Address-***

AG 16/1 Icchapuran Apartment, Flat 1 B, Talbagan Kestopur Kolkata -700101

* ***Husband Name-***

 Mr. Sujan Datta

* ***Mail ID-***

 tinupal@gmail.com

* ***Contact Number-***

 9330035367

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2007-Till Date

**Human Resource Operations** at **Future Consumer Limited-**

* Handling complete HR operational tasks for manufacturer & supply chain -90 employees
* Recruitments as per Corporate Budget set for Central & East Zone
* Conduct Back ground verification of Hired candidates
* Entrusted with responsibility of getting Induction done of New employees
* Maintenance of MIS-of employees if Software & System
* Ensuring employee are entitled with company benefits
* Periodic Training conducted on company policies to maintain disciplined work culture
* Monthly Attd reports shared to Central & East zone
* Payroll of Central & East zone
* Conduct Perfomance Appraisal for Central & East zone
* Conducting Exits interview & following up with HO for F&F done timely
* Assisting Employees in getting their PF transfer, withdrawals, claim done/settled
* Ensuring employees mediclaim is settled timely on provision as per the set SOPs
* Ensure employees grievances are addressed & resolved timely

**Statutory compliance- Central & East Zone**

* TIC issued to employees eligible for ESIC
* Monthly challan PF & ESIC
* Half yearly & Yearly return –PF & ESIC
* Following up for statuary compliances with 3P vendors-contractual manpower & security agencies
* Adherence of Min wages Central & East–as per state law notification

**Legal compliance-compliance of Central & East Zone**

* 3p Contractors agreements & renewals
* Entrusted with responsibility of licenses-Factory, Trade, Mandi, FSSAI, Contractual
* Half yearly & Yearly return filed-PT, POSH,Factory, Labour

**Sales & Marketing**

* Entrusted with responsibility of Category-Dry fruit & Spices of east zone
* Inventory & various reports derived from SAP HANA
* Monthly plan set for Dry frits & Spices with Future Retail team & accordingly orders placed to parties
* Ensuring timely stock connected to Dc –for smooth supply to Big Bazar
* Store visits for Display of Stock/signages , Team follow up , customer feedback

SKILLS

* Manpower Budgeting
* Talent Acquisition
* Payroll expertise
* HR Generalist Activities
* Training & Development
* Statutory Compliances
* Legal complaince
* Sales & Marketing -
* Outlook
* MS Office
* MS Excel
* MS Power Point
* SAP HANA
* Peoplestrong

Software Proficiency

HOBBIES

* **Spiritualism**
* **Reading motivational quotes**
* **Listening Music**

EDUCATION

2005-2007

**Manager Imports & Human Resource** at ***Star International Pvt Limited***

* Imports & HR for Import & saddlery Machinery Company
* Coordinating with Source Company & negotiating price for imported sewing & saddlery machines
* Arranging to get the machines imported as per tenders & orders received from the clients
* Ensuring timely clearance of machines done from C&F agents
* Organising & inviting our supplier to be part of the National exhibitions conducted on Imports of machines-sewing, saddlery, shoe etc
* HR related activities-issuing offer, appointment letter, relieving letter
* **MBA in HR & Marketing specialization from Dr. HARI SINGH GOUR SAGAR UNIVERSITY in 2002**
* **B.com from C.S.G.M.U**

LANGUAGE PROFICIENCY

* **English- Read , Write, Speak**
* **Hindi- Read, Write, Speak**
* **Bengali- Speak**

2004-2005

**Assistant Human Resource** at ***Intex Technologies Pvt Limited***

* **HR of hardware Delhi based renowned company**
* Screening candidates for the required position –for team & mid-level
* Selected employees given Induction
* Issuing Appointment letter
* Attendance maintenance on excel file

2003-2004

**Territory Officer** at ***Citadel Aurobindo Pharma***

* One the leading cardiac & diabetic division of Chennai based Parma company
* Promotion of cardiac & diabetic drugs, Make sale reports , Distributors meeting

2002-2003

**Customer Care** at ***Eureka Fobes***

* Promotion of Water purifiers & vacuum cleaners, customer follow-up for feedback, AMC

I, hereby confirm that all above stated information are correct as per the best of my knowledge.

Dated: 10.06.2022 *Tina Datta*

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Place- Kolkata Sincerely