



Bhagyashree Panda

Profile

I completed my MBA degree recently and certified in Digital Marketing and SEO. I also have experience in Research and Human Resource with variety of skills gained in a fast paced, target driven global fin-tech organization. Enthusiastic and outgoing team player who has a proven track record of motivating my team and contributing significantly to accomplish the departmental goals.

Employment History

Research Analyst, Refinitiv, Bengaluru

OCTOBER 2017 – SEPTEMBER 2019

- Ensured data quality and auditing standards were met through analysis of entity reference data records.
- Considered an Experienced Analyst in charge of training new staff and aiding analysts in the office.
- Working with identifiers such as LEI and SWIFT BIC, Addresses, Industry Classifications and Corporate hierarchies.
- Developed innovative new team incentives resulting in the increase of productivity and morale.
- Consistently exceeded targets against KPIs – Required Success of 93% - achieved a yearly average of 98.9%.
- Providing all the latest and updated information to our clients.
- Received the highest rating of available for the End of Year review 2018 with a result of Far Exceeded.
- Involved in with the leadership team in creating department KPI goals for Q4 – 2018 to 2019.
- Ensured confidentiality of high volumes of financial entity in line with ISO27001.

HR Analyst, Deloitte Consulting US India Pvt Ltd., Bengaluru

MAY 2016 – JULY 2017

- Handling the payroll, compensation and benefits administration.
- Check hours on employee time sheets.
- Managing in-house payroll function from end to end.
- Calculate accurate wages, including any bonuses, salary increases or overtime.
- Calculate any tax or national insurance deductions and pensions contributions.
- Calculate statutory payments, such as maternity, paternity and sick leave.
- Calculate and process accurate payments to employees by cash, cheque or electronic transfer, ensuring strict deadlines are met.
- Basic knowledge in customizing Workday reports.
- Competent in using tools like ADP Vista HCM.
- Issue relevant tax forms.
- Process new documentation for starters and leavers.
- Handle and respond to discrepancies and queries relating to payroll.
- Provide assistance to Human Resources team if required.
- Other ad hoc duties, such as filing and photocopying, should be expected
- Recruiting people at all levels, i.e. from experience range of 0-8 years for all permanent, programs.
- Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.
- Planning and structuring of job advertisements on job portals.

Details

Malaysia

+601121175606

bhagyashreepanda1105@gmail.com

NATIONALITY

Indian

DRIVING LICENSE

Yes

Links

[Linkedin](#)

[Travel Website](#)

[Fitness Website](#)

Skills

Interpersonal Communication Skills

MS Access

Ability to Multitask

Microsoft Office Word

Talend Data Integration

SEO

Digital Marketing

Salesforce

ITIL

Affiliate Marketing

CRM

JIRA

Languages

English

German

Hindi

- Involved in full recruiting life cycle & end to end recruitment.
- Understanding client requirements and deciding on the recruitment strategy.
- Sourcing CVs from various channels such as referencing, company's own database, Job
- Portals like Monster, Naukri, and networking tools such as LinkedIn. Conducting Drives, Walk-ins and personal interviews.
- Arranging for technical panels and coordinating at all levels of Interviews.
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.

Education

MBA, University of Nottingham, Malaysia Campus

SEPTEMBER 2019 – AUGUST 2020

B.Com (Honours), Jain University, Bengaluru

JUNE 2013 – MAY 2016

Internships

Financial Analyst, Refinitiv

JUNE 2015 – SEPTEMBER 2015

Extra-curricular activities

Volunteer, Art Sparks NGO

OCTOBER 2017 – DECEMBER 2017

Courses

Digital Marketing & SEO, Pixel Track Digital

FEBRUARY 2020 – JUNE 2020

Hobbies

Travelling, Blogging, Swimming and Photography