# ANKITA CHATTOPADHY

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**JOB OBJECTIVE:**

To establish a dynamic career in a growth-oriented organization that provides a synergy of my professional HR / Admin and marketing skills and knowledge with the personal and organizational objectives. Being committed to professionalism; highly organized, work under strict deadline with attention to detail. I want a career in HR or Marketing that will leverage my knowledge and strengths to the fullest and enable me to add maximum value to the organization I will work for. Aspiring for challenging assignments in Human Resource Management with an organization of repute Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

# PROFILE SUMMARY:

* **A ‘HR Professional’ possessing a sound management and commerce background and work exposure with reputed organizations that are market leaders in their own segments.**
* **A hard-working professional exposed to HR management and a range of admin activities resulting in a track record of exceeding the job responsibilities even under demanding situations.**
* **Experienced of handling various work aspects while giving the company full work satisfaction closing with sincerity and efficiency.**
* **Have an expertise in various domain skills through sufficient project exposure while also developing the capability to work both individually as well as within a team**
* **Excellent ‘communication’, ‘planning’, ‘adaptability’, ‘inter-personal’ and ‘decision-making’ skills.**
* **Hold linguistic skills in English, Bengali and Hindi with special interests in participating in and organizing vents, internet browsing, traveling and giving an ear to music**

**CARRER SUMMARY:**

* A dynamic Professional with over **15 years 9 months** running experience of **Payroll, Statutory Compliances, Training & Development, Performance Management, Compensation & Benefits, Recruitment, Employee Welfare and Administration.**
* Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
* Proficiency in manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation
* Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations
* Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams
* Successful at motivating staff through clear communication and outstanding organizational skills

# AREAS OF EXPERTISE:

|  |  |  |
| --- | --- | --- |
| *Training & Development* | *Performance Management* | *Talent Hunting / Pool Selection* |
| *HR Policy & Strategy* | *ERP – Payroll, HRMS* | *Payroll/compensation &Benefits* |
| *Employee Relations / Welfare* | *Competency Mapping* | *Statutory Compliances* |
| *CSR* | *Reward & Recognition* | *Employee welfare and Administration* |

**EMPLOYMENT DETAILS:**

* + **Hindustan Iron and Steel Co. Kolkata**
* **Designation: Senior Manager (HR & Admin)**
* **Duration in the Company: Mar’12 – To Till Date**
* **Reporting to : Founder**
  + **Job Responsibilities:-**
  + **Payroll & Salary Administration (**Master Employee Database, Biometric & Manual Attendance, to issue the attendance card of all new Employees. Leave, to keep an up to date Leave records / Leave balance of all the employees. Salary Processing through ERP, Pay Register & Pay Slips, To maintain the Medical Reimbursement, L.T.A and P.L Encashment records of all Employees, To maintain the P.F, E.S.I, P.Tax, T.D.S record of all Employees, To do the Salary processing, prepare the Salary Statement and Salary Slip of all Employees, To keep and maintain the salary record of all Employees, To prepare the Bonus processing and Bonus statement of all employees, to prepare Annual HR Budget Report and maintain the HR Budget. To Update and maintain salary arrears and employee details and maintain database in Spine Payrollnx and SpineHRIS Software ERP Farvision software and Farvision HRMS software).
  + **Training and Development** (Training Need Identification, Training Calendar preparation, Training Module Preparation, Internal Training Providing & External Training Scheduling, Coordination & Execution, Feedback, Re-training, To do the Performance Appraisals of all the Employees)
  + **Recruitment & Selection** (Sourcing, Screening, Short listing, Interviewing, Finalization, LOI, JD, Documentation & Joining Formalities, Appointment Letter, Induction & Orientation, Confirmation Letter, to prepare all Appointment Letters and Offer Letters ofEmployees, to take the first round interview. To shortlists the candidate for the second round interview)
* **Organizational Development** (HR Policy designing & implementation, to help in decision making, HR policy formation, to maintain a Laison between the Staffs and the Director. HR Manual, HR MIS, Employee Engagement, Reward & Recognition Program / Motivation awards / Incentives Scheme, Annual Magazine, CSR Activities, Medical Camp, Mediclaim of all Employees, Annual Picnic, Employee Birthday & Anniversaries, To maintain an up to date database of work schedule, To coordinate and handle the grievance)
* **End to End Separation** (Resignation, Termination, Superannuation, and Retirement Procedures like Exit Interview, Handover, Full & Final settlement, Release Certificate, To do exit process and full and final settlements).
* **General Administration** (To Maintain A Co-Ordination Among All The Office Employees Rule book up gradation, To Look After The Attendance Register Of The

Office Employees, To go the daily attendance management and to go through the daily Work Report of all the Employees, ID Card, Visiting Card, Printing & Stationary, Creation & Removing of Corporate E-mail Id, Issuance of CUG connections, Bank Account creation)

# Presently also associated with an NGO name Anavi sister concern of Anglo Eastern Ship Management As part time NGO Executive and Co-ordinator for past 5 months part time

* + **Duties and Responsibilities involve :**
  + To attain monthly meeting to know and give suggestions on monthly projects associated with NGO.
  + To do or attain as many assignments as possible in a month.
  + Assignments like attending orphanage to give them food cloths and their needful.
  + To go and visit old age home to help them by giving medicines and whatever amount they need.
  + To visit unprevilaged children in their study to admit them in a goodschool
  + To visit blind school and provide them some stuffs which they need in their blind school to runit properly.
* **Pailan College of Management and Technology**
* **Designation: Assistant Professor Business Administration Department (Full Time)**
* **Duration in the Company: August 2009 – March 2012**
* **Reporting to : HOD**
* **Key accountabilities** Do take responsibility to take core subject paper of HR in MBA, BBA, BHM and Management paper in B.Tech
  + To take the classes of MBA first and second year batch.
  + Take the core paper of HR specialization and a common paper in MBA 1st, 2nd, 3rd,& 4th Sem
  + Take the core paper of HR specialization and common paper in BBA 1ST, 2ND, 3RD, & 4TH Sem as well as BHM 5TH and 6TH Sem
  + Take the Paper with Paper code MB 108, MB 206, HR 301, HR406, MB 401, MB 405, and MB 406 of MBA 1ST, 2ND & 4TH Sem.
  + Also take the Common management paper in B.tech, BBA, BHM Stream
  + Paper Code for Common management paper in B.tech are HU 802 and HU 601.
  + Paper Code for Common management paper in BBA and BHM are BBA 301, BBA 302, BBA 303, BBA 405, BBA 503, BBA 603, BBA 681, BHM 505.
  + Set the question paper for WBUT of my papers from my Institute.
  + Also given Invigilation duty in our Institute during Internal exams as well as University Semester Exams.
  + To guide BBA and MBA students in their final specialization Project.
  + To take study paper classes of BBA final year students.
  + Assists my departmental HOD in our departmental work.
  + Participate in Institutional Programmes and Seminars or Workshops arranged for Institutional Faculty members by our Institute.
    - **Haldia Institute Of Technology**
* **Designation: Lecturer MBA Department (Full Time)**
* **Duration in the Company: January 2009 – August 2009.**
* **Reporting to : HOD**
* **Key accountabilities** Do take responsibility to take core subject paper of HR in MBA and Management paper in B.Tech
  + To take the classes of MBA second year batch.
  + Take the core paper of HR specialization and a common paper in MBA 4th Sem.
  + Take the Paper with Paper code MB 401, MB 405, and MB 406 of MBA 4TH Sem.
  + Also take the Common management paper in B.tech Stream.
  + Paper Code for Common management paper in B.tech is HU 802 and HU 601.
  + Take the Classes of B.tech IT and CSE final Sem and B.tech ECE 6th Sem Batch1 as well as Batch 2.
  + Set the question paper for WBUT of my papers from my Institute.
  + Also given Invigilation duty in our Institute during Slot exams and University Semester Exams.
  + Assists my departmental HOD in our departmental work.
  + Participate in Institutional Programmes and Seminars or Workshops arranged for Institutional Faculty members by our Institute.

# And also take classes of MBA in INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU) and PUNJAB TECHNICAL UNIVERSITY (PTU) as Part time Lecturer.

* + **Right Florist India Private Limited Kolkata**
* **Designation: HR Manager**
* **Duration in the company: May 2008 – January 2009**
* **Reporting to : Managing Director**
  + **Job Responsibilities:-**
  + Recruitment & Selection Management
  + Joining Formalities & Induction process
  + Confirmation, promotion, and separation
  + Mentoring and Coaching Service flow
  + Performance Appraisals
  + Payroll & Attendance Handling
  + Handling salary negotiation
  + Making Offer Letters
  + Reliving formalities & Exit Interviews
  + Training and Development
  + Organizational Development
  + Change Management
  + Employee Grievance Handling
  + End to End Separation Statutory Compliances
  + General Administration
  + P.TAX, P.F,E.S.I,T.D.S,LTA,BONUS AND LEAVE
* **Detail Description :**

1. Maintain a Laison Between The Staffs And The Director.
2. Issue the attendance card of all new Employees.
3. Maintain A Co-Ordination Among All The Office Employees.
4. Type and printout all Appointment Letters and Offer Letters of Employees.
5. Take the first round interview.
6. Shortlists the candidate for the second round interview.
7. Maintain an up to date database of work schedule
8. Short-List the C.Vs of those Applicants who have submitted their C.Vs for the Interview.
9. Look After The Attendance Register Of The Office Employees.
10. Go through the daily Work Report of all the Employees.
11. Do the Performance Appraisals of all the Employees.
12. Maintain the Medical (Reimbursement), L.T.A and P.L Encashment records of all Employees.
13. Keep an up to date Leave records / Leave balance of all the employees.
14. Make the Salary Statement and Salary Slip of all Employees.
15. Keep and maintain the salary record of all Employees.
16. Maintain the P.F, E.S.I, P.Tax record of all Employees.
    * **Lupin Limited Kolkata**

* **Designation: Senior HR and Admin Executive**
* **Duration in the company: Feb 2007- May 2008**
* **Reporting to : General Manager**
  + **Job Responsibilities:-**
  + Recruitment & Selection
  + Attendance & Leave Management
  + Performance Management
  + Payroll & Salary Administration
  + Training and Development
  + Organizational Development
  + Change Management
  + Employee Grievance Handling
  + End to End Separation Statutory Compliances
  + General Administration
* **Detail Description :**

1. To Maintain a Laison Between The Staffs And The Director.
2. To Maintain A Co-Ordination Among All The Office Employees And FieldStaff.
3. To Type and printout all application Letters and Offer Letters of Employees.
4. To take the first round interview of the field staff.
5. To shortlists the field staff for the second round interview.
6. To maintain an up to date database of work schedule
7. To look after that which field staff is working in whicharea.
8. To Short-List the C.Vs of those Applicants who have submitted their C.Vs for the Interview.
9. To Look After The Attendance Register Of The Office Employees As Well As The FieldStaff.
10. To go through the daily Work Report of all the Area Managers and of Field Staff.
11. To do the Performance Appraisals of all the employees.
12. To maintain the Medical (Reimbursement), L.T.A and P.L Encashment records of all Employees.
13. To keep an up to date Leave records / Leave balance of all the employees.
14. To keep and maintain the salary record of all Employees.
15. To go through the Attendance Register of all the Employees and to send the feedback to H.O.
16. **Team Management**: Handling a team / division of **Field Executives / Managers**.
    * **Chatterjee Construction Kolkata**

* **Designation: HR and Admin Executive**
* **Duration in the company: March 2005 – Feb 2007**
* **Reporting to : HR Manager**
  + **Job Responsibilities:-**
  + Recruitment & Selection
  + Attendance & Leave Management
  + Performance Management
  + Payroll & Salary Administration
  + Training and Development
  + Organizational Development
  + Change Management
  + Employee Grievance Handling
  + End to End Separation Statutory Compliances
  + General Administration
  + Managing a team of representatives offering customer support.
  + Overseeing the customer service process.
  + Resolving customer complaints brought to your attention.
  + Creating policies and procedures.
  + Planning the training and standardization of service delivery.
  + Recruitment, Maintaining employee database & Leave Records.
  + Payroll Maintenance
  + Operational Management
  + Managing the floor, adherence to schedule
  + Conducting performance appraisal for the team
  + Contribute for the initial hiring and selecting process of the front line
  + Doing handle work allotted by Management
  + Reward & Recognition Program / Motivation awards / Incentives Scheme
* **Detail Description :**

1. To Maintain a Laison Between The Staff And The Director.
2. To Type and Printout all Application Letters and Offer Letters of Employees.
3. To Do Screening Of The New Applicants.
4. To Take The First Round Interview Of The Candidates.
5. To Shortlists the Candidates for the Second Round Interview.
6. To Short-List The Curriculum Viate Of Those Applicants Who Have SubmittedTheir. C.V'S For the Interview.
7. To Look After The Attendance Register Of The Office Employees
8. To Maintain a Database Of all The Staff Members and Employees of the Organization.
9. To Maintain An Up To Date Database Of Work Schedule
10. To do the Performance Appraisals of all employees.
11. To keep an up to date Leave records of all the employees.

# EDUCATIONAL QUALIFACTION:

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| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year** | **Marks** |
| M.PHIL (MANAGEMENT IN HR) | National Institute Of Management and  Technical Training, M.B.U | 2011 | 70% |
| MBA (HR AND MARKETING) | Apex College Bhawanipur, S.M.U.H.M.T.S | 2008 | 88% |
| B.B.A (H) in HR AND IR | Narula Institute of Technology and  Management, W.B.U.T | 2005 | 75% |
| XII | I.SC | 2002 | 73% |
| X | I.C.S.E | 2000 | 63% |

**Computer Skills:**

SAP, C, C++, MS-DOS, MS-Office, Windows 9x/2000/XP/8/10, Spine Payrollnx, Spine HRMS Software, ERP Farvision Software, Farvision HRMS and Internet Applications.

# Major Achievements / Awards & Extracurricular Activities:

* Was a part of the 15-day ‘Personality Grooming & Development’ program organized by our College.
* Received the certificate of merit in Kathak from ‘Lucknow Gharana’ and also got Bharatnatyam 2nd year certificate from same Gharana.
* Was awarded and certified in painting by Viswa Bharati University.
* Got involved in a variety of Dance and Cultural activities while winning several prizes / certificates.
* Remained involved in social and cultural activities and events of our College.
* Done VIDYA Course from APTECH Computer Education.

# PROJECTS / ASSIGNMENTS UNDERTAKEN:

**Company : ‘Electro steel Limited ’**

**Project :** ‘**Performance Appraisal and Control on Absenteeism**’ **Duration : May ’04 – Jun ’04 (during my training in thecompany)**

**Description : A research based project which was a comparative study on Performance Appraisal and Control on Absenteeism and included recommendations and Confirmation given on the basis of an illustrative study**

**Company : ‘Indian Oil’**

**Project :** ‘**Grievance**’

**Duration : August 2010 (during my training in thecompany) Description : A research based project on grievance management**

**Company : Multiple Companies**

**Project :** ‘**An Assignment during Under Graduation**’

**Description : A Survey on Recruitment, Training and Placement of final year College Students Language Known**

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

**Reference:**

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| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Nature of Relationship with the**  **referee** | **Address** | **Mobile No.** | **Email** |
| **1** | **Abhijit Pal** | Colleague in Pailan College of Management and Technology | 67/1/1A/1 Ibrahimpur road Post Office – Jadavpur University  Kolkata – 700032 | 9883241136 | Not available |
| **2** | **Rajarshi Chakraborty** | Colleague in Pailan College of Management and Technology | Building Name – “Kamola Sundori” ,  1st floor 121 Ananda Pally Post Office – Jadavpur University  Kolkata 700032 | 9434508784 | [rajrshi.chakraborty@gmail.com](mailto:rajrshi.chakraborty@gmail.com) |

**Declaration**:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

# PERSONAL DETAILS:

* Fathers Name – Mr. Ashoke Kumar Chattopadhyay
* Date Of Birth – 17th October, 1984
* Nationality – Indian
* Religion - Hindu
* Permanent Address –Tollygunj, Kolkata
* Marital Status – Married

**Place: - Kolkata** (Ankita Chattopadhy)

**Date: - 21.10.2020** ………………………………………………………………….