



Name: - ANKUR DAS
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CAREER ASPIRATION:

HUMAN RESOURCE PROFESSIONAL

Result-oriented professional with around 5 years of Experience in managing all HR related functions, and expertise in Talent Acquisition and Onboarding. Highly effective in people management, co-ordination, and conflict resolution. Here is a summary of Core Competencies-

- | | | |
|---------------------------------|--------------------------|---------------------|
| Sourcing and Talent Acquisition | On-boarding and Training | Client Handling |
| Vendor Management | Salary Negotiation | Employee Engagement |
| Leave and Attendance Management | Managing HRMS Portal | Conflict Management |
| Letter Processing | Decision Making | Event Co-ordination |

ACADEMIC BACKGROUND:

| EXAMINATION PASSED | BOARD/COUNCIL | YEAR OF PASSING | PERCENTAGE OF MARKS |
|-----------------------------------|---------------|-----------------|---------------------|
| Masters of Computer Application | W.B.U.T. | 2015 | 60.03% |
| Bachelors of Computer Application | W.B.U.T. | 2012 | 57.7% |
| Higher Secondary Examination | W.B.C.H.S.E. | 2008 | 59.4% |
| Secondary Examination | W.B.B.S.E. | 2006 | 70% |

TECHNICAL PROJECTS:

- ✓ **BCA PROJECT:** - Project named 'E-Gas Seva' based on online gas booking system under IBM-The Great Mind Challenge (IBM-TGMC).
- ✓ **MCA PROJECT:** - Development of a Prison Management System.

INDUSTRIAL EXPOSURE:

Seven Days industrial tour in Hero Honda and Eveready.

CAREER CONTOUR:

- 1)
 - **Employer Name:** K.K. Ritz Call Tech Pvt. Ltd., Kolkata
 - **Industry:** BPO/ITES Industry
 - **Area of Specialization:** Recruitment/Generalist
 - **Designation:** HR Recruiter
 - **Duration:** Dec 2015 – Jun 2016
 - **Reason for Change:** Better Opportunity & Career Growth
 - **Job Role:**
 - ✓ Talent Acquisition and Recruitment of BPO/IT Positions
 - ✓ Sourcing and Screening
 - ✓ Recruit using Job Portals/Mass Mailing/Job Posting/Cold Calling/Referencing/Social Media
 - ✓ Database and MIS Maintain and Preparing Reports of Recruitment Process
 - ✓ Training and Development
 - ✓ End to End Recruitment
 - ✓ Taking Initial Interviews

- ✓ Job Portal Hiring
- ✓ Letter Processing- Offer, Appointment, Reliving, Release Letters etc.
- ✓ Joining and Exit Formalities
- ✓ Coordination in Payroll Processing with Sr. Manager
- ✓ Employee Grievance/Query Handling
- ✓ New joiner Bank Account opening Formalities

2)

- **Employer Name:** Portea Medical (Contractual Payroll of “Weavings Manpower Solutions”), Kolkata
- **Industry:** Medical Home Healthcare
- **Area of Specialization:** Recruitment/Generalist Activities
- **Designation:** HR Recruiter
- **Duration:** Feb 2017 – Oct 2017
- **Reason for Change:** End of Contract
- **Job Role:**
 - ✓ **“RECRUITMENT VENDOR tie ups”**
 - ✓ Talent Acquisition/Contractual – Perm Hiring/Recruitment (Non-IT, IT)
 - ✓ Sourcing/Screening/Shortlisting/End to End Recruitment
 - ✓ Initial Screening/Interviewing
 - ✓ HRMS Portal and MIS Maintain
 - ✓ Employee Relation
 - ✓ Mass Mailing-Ad Posting-Referencing-Portal Hiring
 - ✓ Register Maintenance
 - ✓ Monitoring the Overall Induction, On-boarding, and Exit Formalities
 - ✓ Work with Accounts Team to process FNF (Full N Final Settlement)
 - ✓ New Employee Data Management & ID creation in HRMS Portal
 - ✓ Grievance handling Offer/Appointment/Release/Experience Letter (Letter Processing)
 - ✓ Sending Documents to process Background Verification by Vendor
 - ✓ New joiner Bank Account opening formalities
 - ✓ Giving Inductions up to Executive Level
 - ✓ Preparing HR MIS reports Quarterly and managing Documentation for Internal & External Audit
 - ✓ Performance Appraisal and other employee related formalities
 - ✓ Employee Relation & Conflict Management

3)

- **Employer Name:** IBM India Pvt. Ltd. (Contractual Payroll of “Manpower Group”), Kolkata
- **Industry:** SAP/IT/ITES Industry
- **Area of Specialization:** Recruitment/Generalist Activities
- **Designation:** Talent Acquisition Partner (SAP Group)
- **Duration:** May 2018 – Jan 2019
- **Reason for Change:** End of Contract without any Extension
- **Job Role:**
 - ✓ SAP Profiles (ABAP, PI, PP, Successfactors, SD, MM, HANA, WM) & IT Recruitment (Pega, Workday, Salesforce, Python)
 - ✓ Technical Recruitment using different sources like- Naukri, Indeed, LinkedIn, Social Media, Referencing
 - ✓ Searching quality candidates through Job Posting and Mass Mailing
 - ✓ Interact with Senior Management to understand business needs and align recruitment
 - ✓ Client Handling
 - ✓ Handling Manpower needs and Staffing
 - ✓ Contract/Permanent Hiring of Mid-Level & Senior/Upper Management Level
 - ✓ Cold Calling/ Screening/ Telephonic interviews of applicants and sending profiles for shortlisting
 - ✓ Assisting On-Campus-Drive

- ✓ Internal Coordination & Management of Interview Drive
- ✓ Confidential database and MIS Maintain
- ✓ Database maintain using- Excel, Google Sheet
- ✓ Handling Applicant Tracking System(ATS)- IBM Kenexa BrassRing, IBM Watson Recruitment.
- ✓ Full phase documentation, ensure filing of all relevant documents
- ✓ Coordinating with concerned department for Onboarding Formalities
- ✓ Sending Documents to initiate Background Verification
- ✓ Managing Disciplinary Process abiding by Company Rules & Regulations
- ✓ Preparing HR Reports (Daily, Weekly and Monthly basis)
- ✓ Grievance handling, Conducting Inductions etc.

4)

- **Employer Name:** ARC Document Solutions India Pvt. Ltd. (Formerly “American Reprographics”)
- **Industry:** Product/Printing & Document Technology
- **Area of Specialization:** Recruitment/Generalist Activities/Database Management
- **Designation:** Recruitment Executive
- **Duration:** July 2019 - July 2020
- **Reason for Change:** Loss of Economic Condition due to COVID-19 Pandemic
- **Job Role:**
 - ✓ Responsible for End to End Recruitment & Talent Acquisition (Mobile Application/Open Source/UI-UX/Image Processing/Java Scala/AI-Machine Learning/DBA/Digital Marketing/Bigdata/.net/Python etc.)
 - ✓ Responsible for Junior-Mid-Upper Management Sourcing and Recruitment
 - ✓ Manpower Planning requirements, screening candidates, Offer Negotiation
 - ✓ Portal Hiring- Mass Mailing-Job Posting-Telephonic Screening-Conducting interviews
 - ✓ Administration duties- Employee Birthdays, Festival Celebrations, Conducting Events, Spotlight Awards
 - ✓ Conducting Employee Satisfaction Survey
 - ✓ Filing of all-important Letter/Documents and Preservation updating Time to Time
 - ✓ Joining/On boarding Formalities, Introduction of new employees, Updating Personal file and maintain
 - ✓ Updating the HRMS/MIS Report/Product Sheet/Employee Database with New Joiner information
 - ✓ Conducting Exit Formalities of Resigned Employees
 - ✓ Conducting Background Verifications of the final selected candidates
 - ✓ Preparation of Appointment Letter, Offer Letter, Confirmation Letter, Extension Letter, Promotion Letter, Appraisal Letter, Experience Letter etc.
 - ✓ File Management (Employee Files/Vendor Payments/Confidential Information's/Database Management)
 - ✓ Vendor Management and Clients Handling
 - ✓ Work closely with the hiring managers to understand the requirements
 - ✓ Maintain HRMS Portal for Leave and Attendance Management
 - ✓ HR Recruitment/Employee Database report publish
 - ✓ Work closely with the Accounts Team & Processing FNF
 - ✓ Proficient in Computer Database Operation using MS Word/MS Excel/MS PowerPoint/Google Sheet/AWS Cloud Storage
 - ✓ Campus hiring at IIT Kharagpur
 - ✓ Employee Grievance, Conflict and Major Issue handling, Inductions etc.

5)

- **Employer Name:** Digital Aptech Pvt. Ltd.
- **Industry:** Mobile App and E-Commerce/Digital Marketing/Staff Augmentation
- **Area of Specialization:** Recruitment/Generalist/Client Handling
- **Designation:** Senior HR Executive
- **Duration:** Nov 2020 – June 2021

- **Reason for Change:** Company Economic condition
- **Job Role:**
 - ✓ Responsible for End to End Recruitment (IT/Non-IT) & Talent Acquisition (RPA/QA/Mobile Application/Bigdata/.net/Python/Azure Cloud etc.)
 - ✓ From Junior to Mid-Level to Upper Management (Tech Lead/Project Manager/Solution Manager/Applications Head) Sourcing and Recruitment
 - ✓ Manpower Planning requirements, screening candidates, Offer Negotiation
 - ✓ Portal Hiring- Mass Mailing-Job Posting-Telephonic Screening-Conducting interviews
 - ✓ Administration duties- Employee Birthdays, Festival Celebrations, Conducting Events, Spotlight Awards
 - ✓ Filing of all-important Letter/Documents and Preservation updating Time to Time
 - ✓ Joining/On boarding Formalities, Introduction of new employees, Updating Personal file and maintain
 - ✓ Updating the HRMS/MIS Report/Product Sheet/Employee Database with New Joiner information
 - ✓ Conducting Exit Formalities of Resigned Employees
 - ✓ Conducting Background Verifications of the final selected candidates
 - ✓ Preparation of Appointment Letter, Offer Letter, Confirmation Letter, Extension Letter, Promotion Letter, Appraisal Letter, Experience Letter etc.
 - ✓ File Management (Employee Files/Vendor Payments/Invoice Raising/Confidential Information's/Database Management)
 - ✓ Maintain ATS- Kenexa BrassRing
 - ✓ Vendor Management and Clients Handling
 - ✓ Maintain HRMS Portal for Leave and Attendance Management
 - ✓ HR Recruitment/Employee Database report publish
 - ✓ Employee Grievance, Conflict Management

6)

- **Employer Name:** Intersoft Data Labs & Solutions Pvt. Ltd.
- **Industry:** IT Services/Business Solutions/Analytics/Machine Learning/Digital Transformation
- **Area of Specialization:** Talent Acquisition & Recruitment/Client Handling
- **Designation:** Senior Associate – Talent Acquisition
- **Duration:** July 2021 – Present
- **Job Role:**
 - ✓ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of Manpower requirements (Azure Cloud/GCP/AWS/Data Engineer/Data Science/Java/Teradata Support etc.)
 - ✓ Developed innovative recruiting strategies and process improvements, including evaluating & recommending internet posting/Search sites and optimum utilization of social networking and Job Portals
 - ✓ Ensuring smooth Joining and Orientation of new joiners across all bands and levels
 - ✓ Designing Job Descriptions for On Roll and Off Rolls
 - ✓ Negotiations and Manpower hiring as per budget
 - ✓ Partner with Stakeholders to provide a solution focused service to find the top talent
 - ✓ Work closely with Business Partners and Hiring Managers to understand their needs
 - ✓ Employee Database handling and maintain Google Sheet to publish reports
 - ✓ Responsible for sending data for Background Verification
 - ✓ Issuing Offer Letter, Appointment Letter, Induction Manual
 - ✓ Conducting pre-employment health check-up for special cases
 - ✓ Actively work toward building a diverse and qualified team to support the organization
 - ✓ Evaluating applications and screening candidates via calls or emails
 - ✓ Compiling interview questions and conducting in-person or Video call interviews with the candidates

BEYOND CURRICULUM:

- Completed 6 months “Advance Certificate in Computer Application”(ACCA) from ETDC West Bengal with Grade “B”.
- Summer Training of 36 hours on “Linux Administration” from ‘School of Mobile Computing And Communication’ under ‘Jadavpur University’ with Grade “A”.
- Certificate of Excellence in ‘ERP-Essentials’ for a duration of 2 months from “InfoUniv”.
- Completed 3 months “PHP” course project training from “Webtek Labs Pvt. Ltd.” affiliated to “IBM Business Partner”.
- Done “Communicative English” course from ‘The Franklyn Institute of Language’ with Grade “B”.
- Passed 3 years of Senior Diploma Final course in art from ‘Nandan Kala Niketan’ in First Division.
- Certificate of participation in ‘Intra Bodybuilding Championship 2011’ from “Bharat Sevashram Sangha”.

PERSONAL DOSSIER:

- **Date of Birth** : 10th April,1991
- **Marital Status** : Married
- **Gender** : Male
- **Nationality** : Indian
- **Languages Known** : Bengali, English & Hindi
- **Hobbies** : Listening Music & Movies, Making New Friends
- **Extra Curricular** : Art & Craft
- **Father’s Name** : Debashis Das
- **Father’s Occupation** : Government Service
- **Permanent Address** : P.O.- Raghunathganj, Fanshitala(near Girls’ High School), Dist- Murshidabad, Pin-742225,West Bengal, India.
- **Present Address** : AAYUSHMAN APARTMENT IV, Premises No- 3490, Flat No. A3 on 2nd Floor, Nabodit 2nd Lane, Nayabad, Kolkata- 700099

DECLARATION

I, hereby declare that all the information provided by me in above format is true to the best of my knowledge and belief.

Ankur Das
(Signature of the candidate)