

NIMAI SAMANTA

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WORK EXPERIENCE

- Senior Hr executive, Ishaan plastics private limited, howrha, India(Feb 2021 to Dec 1969)

EDUCATIONAL BACKGROUND

- Vidyasagar Univercity, howrha, **B.A**, 2009, History

SKILLS

- manpower planning & recruitment: ? managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower
- linkedin
- indeed job portal and other free recruitment sites man power consultancy
- social network sites and cipet placement to full-fill the requirement to save cost. ?
- executing the entire gamut of task in recruitment encompassing sourc
- screening
- short-listing
- selection and issuing offer letter
- appointment letter etc. designing and developing jd /kra-kpi for all level of employee. hr
- operation: ? currently handling activities like
- employee grievances and engagement activities
- payroll process system. ? ensure efficient on-boarding of new hires and include them as part of the talent development initiatives wherever appropriate ?
- orientation and site tours for new joiners in the positions of executive
- senior executive & managerial level. ? in coordination with plant
- ensure plant visits to other sites of strides for the new joiners. ? drive people agenda in sales team through pre-planned reach out activities at regular

- retain & nature good talent. ? prepared sop for new joiners and exit process. ? introduce monthly mis and recruitment tracker. ? creating and implementin
- code of conduct
- dress code
- mobile
- car & travel policy. ? creating & maintaining manuals for each process involved in hr. ? created compensation models for different levels of employees as
- post survey fgd and arranged various engagement activities in plant and corporate. ? support to swachh bharat abhinav initiative. ? tree plantation
- blood donation and conduct health check-up camps for our employees. ? organized family health camp
- medical consultation and treatment to family members.

PERSONAL BACKGROUND

- **Birthday:** - 1986-01-05