

SUSHRITA MUKHERJEE

Dubai

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WORK EXPERIENCE

- **HR Freelance, Confidential**, Dubai, United Arab Emirates(Jul 2018 to Jul 2020)
- **Talent Acquisition Manager, Vvolve Management Consultant**, Dubai, United Arab Emirates(Mar 2017 to Aug 2017)
- **HR Generalist, Spectrami**, Dubai, United Arab Emirates(Aug 2015 to Feb 2017)
- **Asst Manager Client Sercicing, Magna Infotech**, Gurgaon, India(Jun 2013 to Mar 2014)
- **Key Account Manager, Future Focus Infotech**, New Delhi, India(Nov 2009 to May 2013)
- **Recruiter, Shiksha Planet**, New Delhi, India(Jun 2007 to Sep 2009)

EDUCATIONAL BACKGROUND

- **Sikkim Manipal University**, New Delhi, **MBA**, 2012, HR

SKILLS

- recruitment
- client management
- stakeholder management
- creating & managing employment related strategies policies based on uae labor law
- employee engagement
- grievance handling
- employee insurance management
- interviews
- on-boarding formalities
- package
- bonus creation & management
- induction
- addressing to stakeholders adhoc employee related concerns

- **employee training schedule management**
- **instructing payroll team**
- **creating offer letter's**
- **training management**
- **managing employee & visa documentation**
- **retaining distressed employee**
- **managing attrition**
- **exit procedure**
- **event management**
- **travel booking management**
- **prepare reports**
- **f&f policies**

PERSONAL BACKGROUND

- **Birthday: - 1986-11-20**