

Suman Kumar Dey

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PROFESSIONAL PROFILE

- A dynamic professional with 8+ years of rich experience in **HR** role involving major gamuts of Human Resources field.
- Currently positioned as **Assistant Manager -HR, Entab Infotech Pvt. Ltd.** At New Delhi, taking care of PAN India locations i.e. Delhi, Mumbai, Chennai and Bangalore Locations.
- Experienced in the implementation of HR plans & handling various HR processes (Manpower Planning/Benchmarking/recruitment, Learning & Development, Performance management, Employee engagement initiatives etc)
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

EDUCATION QUALIFICATION

QUALIFICATION	INSTITUTE	DURATION	PERCENTAGE OF MARKS
MBA(HR)	IILM Business School (Punjab Technical University)	2009 – 2011 (Full Time)	70%
Bachelor of Science (Zoology)	Gauhati University	2006 – 2009	65%
XII	K.V. (CBSE Board)	2003 – 2006	59.99%
X	K.V (CBSE Board)	Upto 2003	55%

EMPLOYMENT HISTORY

Entab Infotech Pvt. Ltd (Sept' 2019 – Till Date)

Assistant Manager –HR

India's Most Preferred School Management Software Entab CampusCare is considered as the most user friendly management software for school which helps in connecting parents, teachers, principals and management on a single platform.

ROLE IN CURRENT JOB

- Responsible for HR Operations, Recruitments PAN India, Compensation & Benefits & Performance Management for PAN India.
- Conducts weekly meetings with respective business units to work closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Accountable for compensation parity within salary bands, effectively handling the career progression, internal job posting, Annual increment and promotion for PAN India.
- Administering the organization's benefits programs (e.g., leave policies, wellness programs, insurance policies, etc.)
- Working with insurance brokers for renewal, enrollment and administering group insurance policy.

- Leading the Performance management team and governing the same in every phase of the PMS cycle, namely PMS schedule, objective setting, PMS governance, PMS review (Quarterly, Mid-year & Annual), PMS review audit, HR Moderation, Promotions & Incentive payout.
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
- Managing the entire gamut of HR Operations: Onboarding, Background Verification, Leave & Attendance, Payroll Management, Employee Exit management & ex-employee reference check.
- Accountable for employee engagement budget for the entire organization also maintaining employee budget and remuneration cost for HR vertical & Training team.
- Provides HR policy guidance and interpretation.
- Identifies training needs for business units and individual executive coaching needs.
- Handling all internal/external/client Audits for the HR vertical.

Pasona India Co. Ltd (Feb' 2013 – Sept 2019)

Sr. Executive –HR

In March of 2007 PASONA India Co., Ltd. was established as the first Japanese-affiliated employment agency in India. Since established, PASONA GROUP has used job creation to pursue its central corporate philosophy, which aims at building a better society by creating various employment infrastructures. In today's world of rapid globalization, the number of Japanese-affiliated companies expanding into the Indian market is proliferating at an eye-opening pace. Having cultivated their skills in Japan, each and every employee strives to provide the service and know-how to satisfy all hiring needs, even in India.

ROLE IN CURRENT JOB

Resourcing Activities:

- Skill matched candidates through various mediums including database search, referrals, headhunting, internet advertising.
- Built an extensive network of contacts and was responsible for the successful resource to our client needs.
- Good experience in using various job portals like Naukri, Monster, LinkedIn, Campus and other international job boards and networking sites.
- **Performed HR rounds of Interviews for in-depth screening on communication and personal skills (HR screening and first level technical screening).**
- Hired professional from various domains mainly covering automotive, industrial, trading, healthcare, IT, chemicals, banking, automation, consumer durables, language specialist, logistics etc.
- Have hired many job roles starting from executive to higher management (like GM, VP etc.) in various functions like sales, marketing, HR, accounts, engineering, language specialist, software professionals, support roles, operations etc.
- Attending recruitment meetings with hiring managers (In-person and also phone) to improve the accuracy in delivery.
- Organizing interviews and confirming times with candidates and line managers.
- Management of recruitment technology including uploading jobs to intranet, candidates sources, interview notes, documents.
- Proactively manage the recruitment processes, keeping all parties updated on progress and projected start dates working directly with the client.

Research Functions:

- Industry mapping for the client's skill requirements.
- Doing Campus and Volume hiring.
- Identified the target companies in terms of database, networking and survey.
- Resume generation through referencing and through the existing database.
- Researched local market to identify the specialized sector (industry/function/position/ level) and qualify potential business opportunities.
- Developed close business relationships and established on-going recruitment needs.

ADDITIONAL RESPONSIBILITIES:**Team Management**

- Currently handling a team of 2 members

Key Account Management

- Handling many key & large accounts

Pay Roll & Offer Letter Management

- Managing payroll of Temp./Contract staff
- Drafting & formatting of offer letters, employment agreement & extension letters.

Background Verification

- Coordinating for background verification checks for selected candidates

ABC Consultants Pvt. Ltd, New Delhi, India (July 2011 – Jan 2013)**HR Executive – (Recruitments)****Key Responsibilities:**

- Recruitment for IT & Technology Company, FMCG Company, Financial & Banking Service Company, Consumer Durables Company & Pharmaceuticals Company .
- Sourcing profiles from Job Portals (Naukri, Monster, Times Jobs, Shine, Dice, and LinkedIn etc), References and Database as per the client's requirement.
- Screening of all credentials and caliber of right candidates.
- Detailed telephonic interview to test understanding, confidence and ability to handle the Major
- KRAs creating a pool of potentially suitable candidates from all the possible sources.
- Played key role in client's various drives, Walk-ins and Open House drives for hiring
- Scheduling and co-coordinating interviews.
- Following up with prospective candidates until they complete all rounds of the interview.
- Salary Negotiation, Preparation & generation of Offer / Appointment Letter.
- Documentation.
- HR Induction.

PERSONAL DETAILS

- Date of Birth: 18th May 1987
- Location: Open to all locations PAN India.
- Expected CTC: Negotiable
- Notice Period : 30 days