

PIJUSH BHATTACHARJEE

Progressive HR Leader **with more than 15 Years of experience** in HR Management with Key focus on profitability and optimal utilization of resources. Outstandingly successful in managing end to end recruitment process at different levels in a matrix structure by ensuring compliance for the business.

✉ pijush.bhattacharjee@rediffmail.com

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Executive Profile

- ▶ In-depth experience of Recruitment, Budget to Hire activities.
- ▶ Skilled in Employee Engagement, Reward & Recognition and Exit formalities.
- ▶ Skilled in spearheading the HR process and supporting employee integration through cost effective measures and rewarded for the same.
- ▶ Exhibited competency in interfacing with Management and Heads of Depts. for devising and implementing HR policies & procedures in-line with core organizational vision & objectives.
- ▶ Experience in Implementing HR strategy and create work plans using best practices to promote business goals.
- ▶ Team Lead- Hands-on experience in implementation of HR processes.
- ▶ Proficient in leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets by creating and sustaining a dynamic environment.
- ▶ A forward-thinking person with strong communication, analytical & organizational skills; well organized with a track record that showcases self-motivation & creativity to achieve corporate & personal goals.

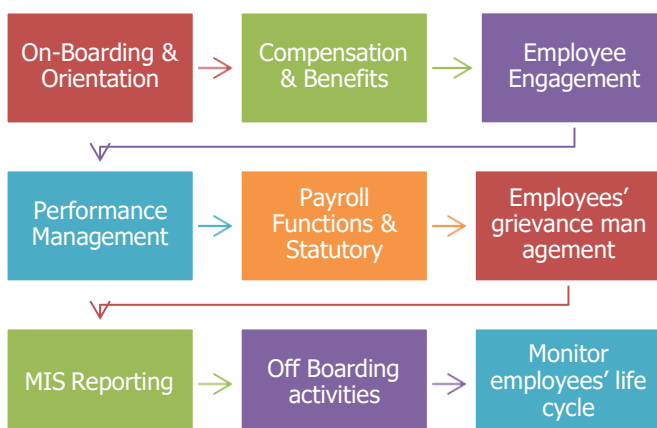


Education

- ▶ PGDBMA Symbiosis Pune (Human Resource)
- ▶ B.C.S Bangalore University (Computer Science)



Areas of Delivery



Key Impact Areas

End to End Recruitment

Compensation & Benefits

Performance Management

HR Operations , HRBP

On boarding, Induction, Exit

Employees Grievance Management



Soft Skills

Communicator

Innovator

Collaborator

Thinker

Intuitive

Professional Experience

2009 – Till date Aditya Birla Group (Vodafone Idea Limited). Siliguri (Vertical Head – Human Resources)

Key Result Areas:

End to End Recruitment:

- Responsible in Entire Recruitment Life Cycle with different industries, which includes identifying, Sourcing, Screening, Interview scheduling, Selection, Closure, Reference Check.
- Maintaining the Attendance of employees, Updating leaves as per Policy.
- Employee's joining and On Boarding Formalities was responsible for checking and collecting Mandatory joining documents.
- Developed Employee Engagement programs, started Welcome e-mail, Birthday e-mails & Celebrations policy for all employees.

HR Operations:

- Employee's joining and On Boarding Formalities was responsible for checking and collecting Mandatory joining documents.
- Coordinating with all people managers in all employee related issues regarding employee investigations, absence issues, counseling, grievance and discipline etc
- Support people managers & payroll activities including salary benchmarking and the bonus process, ESIC and pensions for staff.
- Coordinated with Banker to ease the employee account opening process for new joiners.
- Maintaining the Attendance of employees, Updating leaves as per Policy.

Payroll and Statutory:

- Ensure that the payroll of 1000+ employees and employee master data is interfaced/Updated correctly in Workday and Software.
- Effectively benchmark the salary banding for newly created roles. Implementing various remuneration policies, including pay packages for newly hired employees.
- Designing salary structure as per organizational requirements and prevailing industry trends.
- Participation in compensation and benefit surveys, analyses of reports and putting up to the senior mgmt. for revising the salary or perquisites at the required level.
- Designing and implementing various employees' welfare schemes like easy loans. Effectuating Annual increments, Promotions and Reward Systems.
- Prepare and update payroll inputs for Recurring Payments/ Deductions or anyone- time payment for the payroll process on a monthly/yearly basis.

Performance Management:

- Perform activities that facilitate the annual/mid-term objective/KRA setting process and the performance review process
- Share structured communications with appropriate guidelines, ensuring that timely reminders are sent, managing the cascading of objectives, consolidating performance review data.

Employee Engagement:

- Handling HR related queries from the employees, ensure all queries and requests received from employees are either resolved/assigned to concern owners for completion.
- TGIF (Thank God It's Friday) Meetings to engage employees.
- Joining formalities, Exit interviews & Full & Final settlements.

Career Timeline



Vodafone Idea Limited

- Vertical Head Human Resource (W.B ,Assam & Sikkim)
- September 2009 to Till date



Reliance Communications

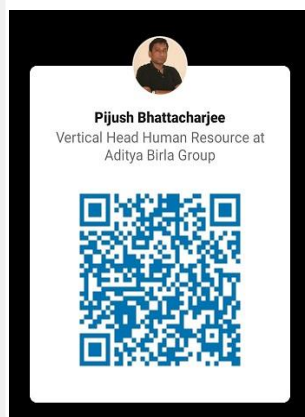
- Asst. Manager Human Resource (Kolkata)
- October 2006 to September 2009



ICICI Bank

- Executive HR (Bangalore)
- May 2003 to October 2006

Linkedin Profile



IT Expertise

ATS / Software : HR 360, Workday, Oracle,

Payroll Software : HR One, HRMS, SAP



Personal Details

Date of Birth: 28th May, 1980.

Languages Known: English, Hindi and Bengali.

Address : Siliguri , Dist – Darjeeling, West Bengal, India