

Sushrita Mukherjee

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SYNOPSIS

- Multi skilled **HR Professional with over 7+ year** of extensive experience in the field of end to end **Human Resource**.
- Currently working as Freelancer with an IT staffing firm & Learning and Development center in Dubai.
- **Last was Designated as HR – Talent Acquisition Manager with an IT solution company – Vvolve Management consultant, Dubai.**
- **Prior to current was Designated as Sr. HR Generalist with SPECTRAMI DMCC.**
- **In addition, worked as Asst Manager – Client Engagement / Key Account Manager with Magna Infotech. Last was Deputed in Sapient corporation - GGN in Contractual Engagement team (CET) for project based contractual hiring. Taking care of recruitments through vendor management.**
- Having Good sense and rapidly evolving Experience in implementing HR initiative
- **Proficient in implementing tools for Organization Development which includes Manpower Planning & Recruitment, Induction, Training, Vendor Management & Development Employee Relations, Performance Appraisal, HR Processes.**

WORK EXPERIENCE:

Company	Vvolve Management Consultants
Role	Manager – Talent Acquisition
Duration	Since March 2017 – Aug 2017
Location	UAE, Dubai

Talent Acquisition:

- Sourcing and screening candidates from various sources and conduct telephonic interviews.
- Work with the Departmental heads in conducting interviews.
- Maintenance of Interview data in the HR Database and generate reports.
- Handling consultants in an effectual manner to get the best out of them.
- Doing vendor management.
- Have recruited candidates for across levels of management.
- Was instrumental in finalizing the agreement with Job Portals to increase the efficiency and effectiveness at a minimal cost.

Employment Engagement Activities:

- Managing the Staff of 30 - 40 Employees and provides feedback to the management to Enhance a better and cordial working environment
- Grievance handling
- Welfare activities like Birthday Celebration, Day's celebration, festival celebration.
- Reward and recognition activities conducted every month for Best performance.
- Motivation programs specially for Sales Staff.
- Employee Counseling.

Exit formalities:

- Taking Exit interviews and try to retain them by solving their issues if any.
- Timely process of all F&F (End to End basis) related formalities

Others:

- Responsible for Overseas Travel of employees.
- Knowledge and experience in handling visa formalities for GCC.
- Preparation of monthly HRMIS.
- Provide payroll inputs to the Accounts Department on a monthly basis.
- Have worked on various Employee Compensation and Benefits schemes including implementation of new schemes.
- Testing and Implementation of new HR Database System.
- Maintenance of the personnel files.
- Regular feedback on performance of recruitment and operations.
- Mapping the market situation in terms of competitor movements accordingly re-orienting strategies.
- **Ensuring projects complaints / escalations are handled effectively and efficiently and maintaining smooth relations.**
- **Facilitate employee retention through conduct of Employee Relations at all levels.**

Role	HR Generalist
Duration	Since September 2015 – Feb 2017
Location	UAE, Dubai

SPECTRAMI DMCC

KRA:

- Playing a role of a Generalist covering recruitment, training and HR Operations as core areas.

Talent Acquisition

- Sourcing and screening candidates from various sources and conduct telephonic interviews.
- Work with the Departmental heads in conducting interviews.
- Maintenance of Interview data in the HR Database and generate reports.
- Organizing recruitment at various locations in India.
- Played an active role in getting new consultants to facilitate effective recruitment.
- Handling consultants in an effectual manner to get the best out of them.
- Doing vendor management.
- Have recruited candidates for across levels of management.
- Was instrumental in finalizing the agreement with Job Portals to increase the efficiency and effectiveness at a minimal cost.

Training & Induction:

- Co-ordination for new joiner's induction program and communicate the HR policies and employee benefits.
- Work with the internal/ external customers in making the necessary arrangements for the training program.
- Logistic Arrangement
- Identify external trainers for organising training program on domain specific and soft skills.
- Follow up with internal and external customers in receiving the Training feedback and incorporate the same in the HR Database system.
- Preparation of training report at the end of each training program and submit the same to the Top Management.
- Co – ordinate for Graduate Training Program (GTP).

Performance Appraisal:

- Co-ordinate with the appraisers and appraisees in timely completion of the performance appraisal process.
- Documentation of the appraisal inputs given by the Appraisers and communicate the same to the MD
- Incorporation of Appraisal data in HR Database system.

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Role	CET (Contractual Engagement Team Member) for Sapient & Key Account Manager for Magna Infotech
Duration	Since June 2013 – April 2014
Projects	Internal hiring & Domain based projects.

Sapient Corporation through Magna Infotech.

Sapient is a marketing and consulting company that provides business, marketing, and technology services to clients. The company operates three divisions, Sapient Nitro, Sapient Global Markets and Sapient Government Services

Magna Infotech Ltd is one of India's leading IT staffing solutions companies offering technology expertise to our customers across industry. Established in the year 1997, we have geographical presence in Hyderabad, Bangalore, Chennai, Delhi, Kolkata, Mumbai and Pune. **Part of IKYA group.**

KRA:

- Ensuring strategic relationship management with project stake holders with an eye of enhancing their share with lavoro.

- Broadcasting the requirement to all the vendors and providing all information required to clarify their queries.
- Increase quality, speed and delivery for each requirement, analyzing gap & make gap report.
- Addressing recruitment related queries.
- Getting feedback for all resumes sent to assorted project teams.
- Cost negotiation & closure.
- Maintain weekly reports on meetings, delivery.
- Strong stakeholder handling & relationship building skills.
- Ability to assign bench resources internally and manage end to end transactions and discussions.
- Providing sales projections along with the implementation strategies.
- Managing activities pertaining to negotiations and finalization of projects.
- Meeting leadership team / concerned project POC to understand their Production level recruitment needs & processes the recruitment with the team driven through results.
- 1st level Telephonic / F2F screening of candidates, Online & Written I/v's.
- Regular feedback on performance of recruitment and operations.
- Mapping the market situation in terms of competitor movements accordingly re-orienting strategies.
- **Ensuring projects complaints / escalations are handled effectively and efficiently and maintaining smooth relations. Facilitate employee retention through conduct of Employee Relations at all levels.** Communicating regarding the offer release to the DEs, in case of Tec Search and to the DEs, BCS in case of TechSource. Responsible for the collection of the ARs, within the credit period, as specified in the SLA with the Client

Company	Future Focus Infotech
Role	Business Relationship / Key Account Manager
Duration	Since April 2012 to May2013
Handling Clients	Majorly TCS, Snap On and some part of IBM.

KRA:

- **Client Servicing**
- **Key Account Management:** Identifying & firming up new business opportunities with high net worth corporate. Ensuring strategic relationship management with key clients with an eye of enhancing their share with lavoro
- Managed and serviced Key Accounts by Understanding their recruitment needs, challenges and help them devise an Optimal Recruitment Strategy to meet their goals.
- Interfaced with clients to understand needs and provide cost-effective solutions to achieve hiring targets.

- Addressing recruitment related queries.
- Providing sales projections along with the implementation strategies.
Ability to build relationships for high value recruiting.
- Mentored/Trained new team members about the Client's Process.
- Managed and serviced Key Accounts by Understanding their recruitment needs, challenges and help them devise an Optimal Recruitment Strategy to meet their goals.
- Map the business potential, processes, competition and build account strategy around large scale.
- Developing relationships with key decision-makers in target organizations for business development.
- Meeting HR heads to understand their corporate level/Production level recruitment needs & processes the recruitment with the team driven through results.
- Giving presentations, demonstrations for key clients.
- Regular feedback on performance of recruitment and operations.
- Managing activities pertaining to negotiations and finalization of contracts.
- Implementation attractive structure of services in terms of staffing and recruitment for the penetration of strategies to achieve business goals.
- Responsible for nurturing relationship with clients to achieve quality product and service norms by resolving their service-related critical issues.

Future Focus Infotech Pvt Ltd / Shiksha Planet / Smat Hunter	
Role	HR Executive – Recruitment / Sr. IT Recruiter – Permanent & Contractual position
Duration	June 2007 to March 2012
Clients	TCS, Wipro, Infosys, IBM, Tech Mahindra, Maersk, Dupont, IL&FS, Make my Trip, MIH, Fidelity etc.

Qualification	Subject
MBA from Sikkim Manipal University	HR
BA from MDU	English Honors

PERSONAL PROFILE	
Date of Birth	20 th Nov 1986
Marital Status	Married
Address	Barsha Heights (Tecom) Dubai
Visa Status	Husband's sponsorship visa