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HARD SKILLS

Employee Life Cycle
(From Recruitment to Exit)

Payroll Processing &
Statutory Compliance

Talent Acquisition &
Employee Engagement

HR Audit, Budgeting & MIS

Vendor & Inventory Management

Workforce Planning &
Mobilization

Labor Laws & Industrial Relations

SOFT SKILLS

Strategic Thinking &
Creativity Skills

Team Player

Effective
Communication

Multi-tasking
Skills

LINGUISTIC ABILITIES

ENGLISH

BENGALI

HINDI

PRITAM CHOUHURY

HUMAN RESOURCE PROFESSIONAL

PROFESSIONAL SYNOPSIS

- Result Driven Professional with vast exposure of more than 14 plus years rich experience in versatile fields of HR & Administration, Back Office Operations, MIS Reconciliation, Facility Management, Documentation Handling Specialization Management, Customer Care Service, Front Office Management and Data Entry Processing etc.
- Diversified & Multiple Industry Experience in Corporate, Production and Manufacturing House, Financial Institution, Retail Entrepreneurship, Hotel & Hospitality sectors with in-depth Professional Qualification, Strong Leadership Skills & Problem Solving Abilities.

CORE COMPETENCIES

- HR Policies & Cultural Value Integration
- Recruitment & Talent Acquisition
- On-boarding, Induction & Orientation
- Grievance Management & Attrition Control
- Productivity Enhancement & Performance Appraisal
- JD - KRA Mapping & Competency Matrix
- Employee Compensation & Benefits
- Office Administration & Facility Management
- Travel Desk Management & Record Maintenance
- Client Handling Management & Back-end Operations



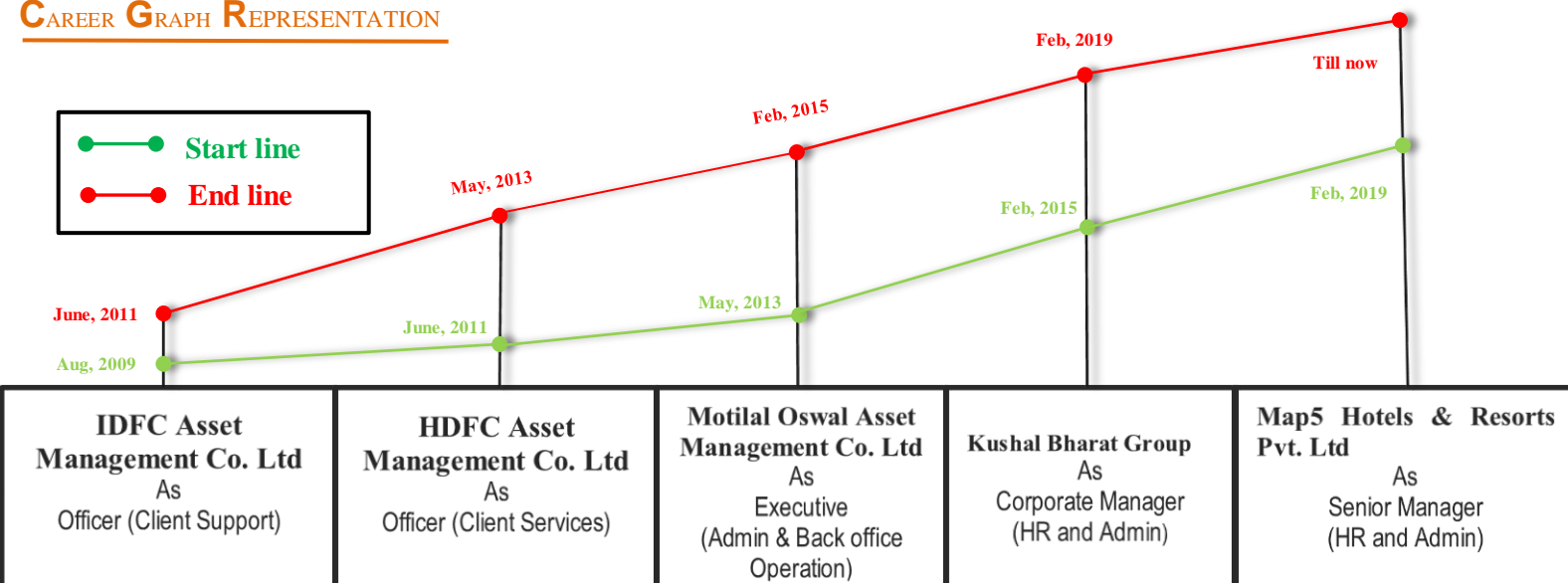
ACADEMIC BACKGROUND

Sl. No.	Year of Passing	Name of Degree / Certification	Name of College / Institution	Board / University
1	2017	M.B.A (HR & Financial Management)	Dinabandhu Andrews College	Jaipur National University
2	2009	M.C.A	Dinabandhu Andrews College	Sikkim Manipal University
3	2007	B.C.A	George College	West Bengal University of Technology

ADDITIONAL CERTIFICATIONS

- Completed DOEACC "O" Level Diploma Certification Examination (Affiliated by Govt. of India) in the year 2005.
- Completed NISM-V-A Mutual Fund Distributors Examination (Banking Industry Related) in the year 2018.

CAREER GRAPH REPRESENTATION





EMPLOYMENT SUMMARY	ROLES & RESPONSIBILITIES
<u>IDFC A. M. C. LTD</u> Post - Officer (Client Support) Job Location – Kolkata (W.B.) (August 2009 – June 2011)	<ul style="list-style-type: none"> ➤ Handling the entire Customer Service / Administration / Branch Operations successfully in a nutshell. ➤ Looking after Customer Interaction Management System (CIMS), handling queries, complaints & grievances of Investors & resolving the same in a pre-defined TAT. ➤ Handling Back Office Operations work (Scanning/System-based Data Entry/Checking/Authorization etc) ➤ Preparing the Fund House Consolidated Report containing financial & Non-Financial transactions & dispatch the Low Value Transactions to Local CAMS & High value transactions to CAMS Head Office on a daily basis. ➤ Handled Fund related (Financial transactions A-Z) from Grass root Level till closure/dis-solvment among B2B as well as through individual levels as well. ➤ Reviewing, Updating and Maintaining proper filing of KYC and other joining documents. ➤ Preparing the Operational & MIS Reports and performing Back-Office Operations (System based Data Entry/Scanning/Checking/Banking/MIR-12 & MIR-22 Report Updation/Authorization & EOD Report
<u>HDFC A. M. C. Ltd</u> Post - Officer (Client Services) Job Location – Kolkata (W.B.) (June 2011 – May 2013)	<ul style="list-style-type: none"> ➤ Looking after the regular branch activities from operational and client servicing aspects. ➤ Responsible for providing timely and accurate operational support to investors and distributors. ➤ Prompt reporting all high value Financial Transactions of Purchase, Redemption & Switch amounting 1 crore and above to the respective managers in Head Office(H.O) on real-time basis and maintaining a database file containing all the records. ➤ Execution & Authorization of EOD Report, generation of the Scan Count reports, intimation of the same to the concerned department heads. ➤ Handling the Investors requests, queries, complaints and grievances over phone/letters/walk-ins & providing resolutions to the issues.
<u>Motilal Oswal A. M. C. Ltd</u> Post - Executive (Admin & Back office operation) Job Location – Kolkata (W.B.) (May 2013 – Feb 2015)	<ul style="list-style-type: none"> ➤ Regular co-ordination with the Investors for PMS A/C Opening, PMS ID Activation, Redemption through Fund as well as Stock Transfer, preparing Pay-in-Slips for Cheque Deposition in PMS A/C. ➤ Organizing & Maintaining MIS of the PMS & MF Operational Training session for all the external as well the internal channels, distributors(National & Regional),Bankers, IFA's, Franchisees, Remissors which help them filling up the PMS & MF Application Forms & use the company website to view their A/C performance reports. ➤ Providing support and maintenance to existing management information systems (MIS). ➤ Generating and distributing management reports in accurate and timely manner. ➤ Developing MIS system for customer management and internal communication.
<u>Kushal Bharat Group</u> Post - Corporate Manager (HR & Admin) Job Location – Purulia & Kolkata (W.B.) (Feb 2015 – Feb 2019)	<ul style="list-style-type: none"> ➤ Monitoring, Supervising & Handling the entire HR & Admin related functionaries, responsibilities & activities of entire group comprising of Hotel, Mall, Residential Project(Construction based) and Cement Manufacturing Plant with dedicated approach towards assisting in formulating HR Strategies. ➤ Assisting with entire employee life cycle management. ➤ Handling Recruitment mapping for the organization. ➤ Establishing & maintaining a group of contacts with hotel management institutes & reputed placement agencies in order to set up a proper tailor made system for entry level employment. ➤ Maintaining confidential database of the organization. ➤ Handling payroll, Induction and orientation for the company. ➤ Handling Grievance management in the organization. ➤ Responsible for Talent acquisition and talent recognition. ➤ Assisting with Internship & training program & ensuring that all interns/trainees are receiving the necessary support from the organization. ➤ Assisting in circulation of key messages, notices and memorandum to all the department heads & HOD's of their concerned departments as and when instructed by the higher management. ➤ Assisting with planning, coordinating & executing employee engagement activities & events. ➤ Handling Vendor & Cafeteria Management.

EMPLOYMENT SUMMARY	ROLES & RESPONSIBILITIES
Map5 Hotels & Resorts Pvt. Ltd Post - Senior Manager (HR & Admin) Job Location – Kolkata (W.B.) (Feb 2019 – Till now)	<ul style="list-style-type: none"> ➤ Independently handling & controlling the entire HR & Admin related functionalities & responsibilities of three hotels simultaneously which includes areas of Recruiting, Employee Engagement, Benefits, Events, Workers Compensation and other employee-related tasks. Additionally responsible for short and long term planning of all the HR related functions like workforce planning, recruitment, staffing strategies, wage and salary administration, associate and labor relations, benefits, workforce training and development etc. ➤ Preparing and Maintaining attendance records of all the employees before incorporation of salary process every month; Preparing and distributing salary slips to all the employees every month after the disbursement process. ➤ Ensuring that the company HR operational policies & processes are adhered to and continually improved. ➤ Assisting in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR administration. ➤ Identifying training needs for teams, individuals and developing & conducting training programs as per Training & Needs analysis (TNA); Implementation of corporate policies and procedures on compensation, incentive, bonus and benefits; Developing and monitoring overall HR Strategies, policies, tactics and procedures across the organization. ➤ Continually assesses employee morale by analysing absenteeism and turnover records, lateness and resignations. ➤ Independently handling the entire Payroll Management and statutory compliance which includes PF & ESI benefits and Return submission through online platform. ➤ Coordinating, controlling and inspecting employee's accommodation, staff canteen, rest rooms etc. ensuring it is of the highest possible standard of cleanliness and comfort. ➤ Coordinating employee wellness and safety programs; Constant effort towards nurturing a positive working environment by implementing proper training and encouraging & developing employee motivational programs like Employee of the Month, other talent recognition and appreciation programs, etc. ➤ Encouraging a good standard of employee conduct and behaviour and coordinates disciplinary procedure as and when necessary. ➤ Ensuring appraisals are carried out for every employee every 12 months or as per hotel management policy, and also reviews all appraisals and follows up on development needs, if required. ➤ Assisting with and ensures that all procedures concerning promotion, transfer and staff resignation is carried on within Company policy and also within legal boundaries. ➤ Overseeing and managing a performance appraisal system that drives high performance; Developing Job Description and Competency Matrix with respect to decision support through HR metrics before the reporting the same to the higher management. ➤ Supporting the current and future business needs through the development, engagement, motivation and preservation of Human capital. Developing different Employee retention policies by identification of flaws & grievances with appropriate solutions; Constant endeavor towards improving working relationships, building morale and increasing productivity. ➤ Developing and maintaining confidential departmental staff and associated files, documents, pay scale details and/or other important databases.

HOBBIES & INTERESTS

- ₹ Immense Interest in Coins, Currency & Stamp Collection.
- 📖 Keen interest in reading Autobiographies and different Motivational books.
- ⚽ Enjoy playing Cricket, Football, Badminton, Table Tennis & Carrom in Leisure times.

PERSONAL INFORMATION

Father's Name : Late Sri Protyush Choudhury
Gender : Male
Other Languages : Telugu, Punjabi, Oriya and Assamese
Marital Status : Married
Skype Profile : Pritam Choudhury
Passport Number : T8636892 (Date of Expiry - 12/11/2029)
 110, Baghajatin Place, Near Birnagar Sporting Club, P.O-Baghajatin, Kolkata-700086
 26th Dec, 1981

PROFESSIONAL REFERENCES

Name - Mr. Pradip Banerjee
Company Name - Affinity Global Services Pvt. Ltd.
Post - V.P. (Subsidy Dept.)
Job Location- Kolkata.
 +91 9830134085.

Name - Mr. Amit Das.
Company Name - Lulu International Group.
Post - Dining Supervisor (F&B Dept.)
Job Location - Abu Dhabi. (U.A.E)
 +971523587504.
 +91 9804230860.

Name - Mr. Achinta Manna.
Company Name - Aquays Hotels & Resorts Pvt. Ltd.
Post - HR Manager
Job Location - Andaman.
 +91 8768987959/
 +91 8001233995.

Name- Mr. Prasun Chowlay.
Company Name- ASAI Microfinance Ltd.
Post - Manager (IT & Networking)
Job Location- Kolkata.
 +91 9331901432.