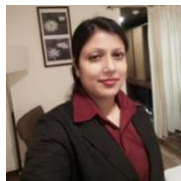


SARMISTHA SENGUPTA



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A performance driven professional with 11+ years of experience in successfully managing some aspects of the HR & Training includes Hiring, Induction/Orientation, Performance Appraisal, Training & Development, Employee Engagement Program

Career Abstracts

MBA in HR with 11+ years of experience in the generalist HR profile with association in Training & development also. Also having hands on expertise in operational as well as pre-opening Units.

Career Contour

Presently working with New Kenilworth Hotel Kolkata since 6th Jan 2020 as **HR Manager** till date.

-  **Manager HR & Training** at Cygnets Hotels since Mar 2014 till 31st Dec 2019 handling generalist HR profile, acting as the part of the corporate team as well as handling Unit Jameson Inn Shiraz, managed by Cygnets Hotels.
- Worked with M/S **Sens Hotels Pvt Ltd** (now **Regenta Orkos by Royal Orchid**) as HR Manager (23rd Sept 2013-19th Mar 2014)
-  Worked as Assistant Manager HR with **Floatel Hotel, Kolkata (managed by Concept Hospitality Pvt Ltd)** from **Feb 2009- Sept 2013** reporting to GM
- Worked in **Sikkim Manipal University** as a Faculty in HR (contractual) Aug 2005-Jan 2006
- Employed with Summit Courier's Pvt Limited (Nov 2004 till May 2005) as a Zonal Coordinator, reporting to the Regional Sales of The Eastern Region

Scope of Work at New Kenilworth Hotel as HR Manager

- Recruitment
- Onboarding, joining formalities, reference checks
- Attendance on Biometrics
- Leave management
- Salary Processing in IDS
- Liaison with PF, ESIC consultant
- Liaison with Consultant Contract Labour
- Liaison with local police authorities
- Staff Activities, Grievance Handling
- Exit Interviews & F & Fs
- Performance Reviews
- Handled 4-star reclassification of New Kenilworth Hotel

Scope of Work at Cygnett Hotels -Manager HR & Training

- Recruitments- Pre & Post opening
- Induction & Onboarding
- Joining formalities
- Handling Reference Check
- Tracking attendance, maintaining leave records
- Salary Computation (WinHMS/ IDS)
- Performance Appraisals
- Staff Activities, Motivation & Grievance Handling
- Reward & Recognition Initiatives
- Handling Exit interview and FNF process.
- Movement & delegation of all staff between Units
- Design, implement and support various HR programs, processes, policies, SOPs
- Work closely with Branding Team to drive HR Branding initiatives and for other HR Initiatives as well.
- HR MIS, HR Best Practices,
- HR Compliances, HR Audit
- **Periodic Training Session** across Units, Training Reports, Training Audits, on boarding
- Performing a dual role of HR at Unit Jameson Inn Shiraz (1st property of Cygnett) & Regional Role of HR & Training of Cygnett- being a part of Corporate Team

- I was a part of the team in 3-star classification of Jameson Inn Shiraz

Highlights

- Pre-opening & Recruitments & Training of Hotels
- Pre-opening Training & Recruitments for 10 pre-opening properties at Guwahati, Goa, Digha (2 properties), Nepalgunj, Bongaigaon, Vizag, Jaipur, Siliguri & Gangtok
- Heading all Unit HRs of East & North East (9 properties having total rooms of 380 & 550 employees)
- Visiting Units of East & North east for Audits
- Was a part of the team in 2 hotels handling classification

Scholastic

- B.Sc. Hons (Chemistry) from Calcutta University
 - MBA (HR & Marketing) EILM, Kolkata
 - Industrial Training -Jayashree Textile (**Aditya Birla Group**), -Psychometric Testing for Recruitment of Workers.
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Date of Birth

5th December 1977

Sarmistha Sengupta