

## 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***

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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***

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

-  **Manager HR & Training** at Cygnett Hotels since Mar 2014 till 31<sup>st</sup> Dec 2019 handling generalist HR profile, acting as the part of the corporate team as well as handling Unit Jameson Inn Shiraz, managed by Cygnett Hotels.
- Worked with M/S Sens Hotels Pvt Ltd (now Regenta Orkos by Royal Orchid) as HR Manager (23rd Sept 2013-19<sup>th</sup> 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***

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- 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***

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- 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 (1<sup>st</sup> 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***

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- 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***

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

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**Date of Birth**

5<sup>th</sup> December 1977

Sarmistha Sengupta