



NEHA BANERJEE
HR Manager
Contact: 7408179909

Personal:

Address: 3/123, Vishnupuri, Kanpur – 208 002

Date of Birth: 17-05-1986

Email: nehab762@gmail.com

Gender: Female

Nationality: Indian

Material Status: Single

Father's Name: Mr. Sanjay Banerjee

Languages: Hindi, English & Bengali

Interest: Travelling, Talking People, Cooking, Surfing Net

Profile Summary:

Approximately 12 years of overall experience and 6 years' experience Hospitality Sector. Excellent in recruitment strategies process, improvements, employee's development and compliance to company, policies. Managing HR Functions pertaining of full-time employees, campus interview, and Pre- joining process and new hire orientation Documents Verification of new hires.

Career Objective:

To work with a dynamic organization offering growth and career opportunity and at the same time adopting new ideas and concepts, both for the organizational benefit as well as for the enhancement of career.

Personal Skills:

I am a sincere, loyal and dedicated individual who has a great deal of ambition. I love to learn, and am always up to a challenge. I am seeking a position where I can develop and excel while giving my best to an employer.

• Worked Experience:

Working Experience: Currently, I am working in The Pristine Hotel. Kanpur, UP.

Designation: HR Manager

Duration: 16th February, 2023 to till date.

87 Rooms (47 Deluxe rooms, 28 Superior rooms, 4 Quad rooms, 4 Executive Suite room, 4 Royal Suite rooms), Gymnasium, Spa, Pool side, Banquets (Kesar, Shisham, Amaltaas), 3FNB outlets (Tamarind-Restaurant, High-Storey – Roof top Bar – Lounge, Plunge – Pool side area)

Job Responsibilities:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance

- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.
- Campus Recruitments for Industrial Trainees.
- Recruitments of candidates through LinkedIn & other social networking sites.
- Handles Staff Grievances
- Sharing Monthly Reports with managements.
- Meeting all the departments to resolve their problems.
- Handling of all the issues of Outsourced Manpower.
- Maintain personal records of all the employees.
- New hires induction & orientation for Employees
- Ensuring capturing attendance.
- Ensuring managing leaves and updating leave records.
- Issue appointment letters to duly selected staff and organize their induction and orientation.
- Ensure all Statutory obligations related to the personal functions are met and maintained (PF & ESIC)
- Ensure all the staff performance appraisal exercise are completed on time by all the departments and are sent to management for approval.

Working Experience: I have worked in Fortune Park BBD, (ITC Hotels Group). Lucknow.

Designation: Deputy HR Manager.

Duration: 15th September,2022 to 10th February,2023.

63 Rooms (3 Deluxe Suits, 54 Deluxe, 6 Fortune Club Rooms) 4FNB outlets (Orchid-Restaurants, Neptune-Bar, Fortune Deli Bakery Shop), Banquets (The Oudh, Num-01 Lounge), Chamber-Boardroom.

Job Responsibilities:

- Motivating the good work to staff and promoting them.
- Conduct interviews for candidates for the suitable vacant position.
- Issues the offer letter, joining letter, experience letter of employees.
- Hear all the quires of staff and solve their problems on a priority basis.
- Budgeting of salary as well as manpower planning.
- Handling CUG mobile limitation & deductions.
- Taking care of all handover procedures.
- Coordinating with institutes for Job Trainings.
- Over looking at proper punch in-out of all employees.
- Creating punching IDS on the time of joining.
- Checking daily attendance of employees.
- Preparing offer letters and sending welcome on board mail and welcome call to each new joiner.
- Creating Fun Friday activities for all the team members to participate & have fun....
- Taking nominations from front of the house and heart of the to organize Town Hall Meeting every month.

Working Experience: I have worked in The Grand JBR, Lucknow.

Designation: Human Resource Manager.

Duration: 20th August,2021 to 30th August,2022

Working Experience: I have worked in Hotel Regenta Central the Crystal. (Royal Orchid Group).

Designation: Human Resource Manager. (Administration).

Duration: 15th February, 2018 to 5th February, 2021.

Job Responsibilities:

- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking and punctual employee.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Short listing the resumes based on desired skilled and experience.
- Advertising vacancies, screening and short-listing resume.
- Conducting telephone and personal interviews in coordination with department's heads.
- Preparing offer letter, employment contract and job descriptions completing joining formalities and documentation.

HR Administration -

- Preparing Final settlement, Leave salary and all employees benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance roster for employees, trainees & officers.
- Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintain leave records, PF records, issue Letters etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter, Transfer Letter, Absenteeism Notice, Warning Letter, Experience /Service Certificate, Relieving Letter Etc.

Recruitment -

- Short listing the resumes based on desired skilled and experience.
- Advertising vacancies, screening and short-listing resume.

- Conducting telephone and personal interviews in coordination with department's heads.
- Preparing offer letter, employment contract and job descriptions completing joining formalities and documentation.

Employee Engagement -

- Celebrations – Holi, Diwali, Dusshera, New Year and other company events.
- Effectively managing welfare measures, management – employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered & welcome mail policy to all new – joiners, Initiated Birthday Mailers & Celebration Policy.

Working Experience: Shishu Soap & Chemicals Pvt. Ltd. (Rekha Brand)

Designation: Back Office Manager & (H.R. Admin)

Duration: November, 2014 to October, 2017.

- Leads and Manages the team of HR Admins.
- Develop the successor
- Organizing staff training sessions and activities.
- Implements regulatory changes into HR process.
- Recruiting
- Training and developing staff.
- Making sure that staff gets paid correctly and on time.
- Approving job description and advertisements.
- Looking after the health, safety and welfare of all employees.
- Received transactions data on daily basis and re-organized it for analysis as per the SOP (standard operating procedure).
- Contacted customers/agents to remove any discrepancy in the received data
- Processed the data with the help of the predefined formulae
- Analyzed the results and recorded the fluctuations in the computed values as compared to the standard values
- Mailed the analysis results with personal comments to higher authority for further processing

- Updated the standard formulae and templates by monitoring the periodic modifications in the government policy for the finance sector
- Maintained the daily transactions data in the MS excel sheets
- Prepared daily / weekly reports for different departments as per their standard formats
- Answered to the daily query / complaint mails by customers, following the SOP
- Mailed the head office and other area offices for co-ordination in the processes
- Updated the report formats as per the instructions from the higher management

Working Experience: Vidisha Impex Pvt Ltd.

Designation: Front Office Executive

Duration: March, 2014 to October, 2014.

- Greet clients and set a positive office atmosphere
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets
- Oversee sorting and distribution of incoming mail
- Prepare outgoing mail (envelopes, packages, etc.)
- Operate office equipment, such as photocopier, printers, etc.
- Organize bookkeeping and issue invoices/checks
- Record meeting minutes and dictations
- Perform inventory of office supplies and order what is needed

Working Experience: Khanna Hyundai Auto Pvt. Ltd.

Designation: Customer Relation Executive

Duration: April, 2013 to March, 2014.

- Building and maintaining profitable relationships with key customers.
- Overseeing the relationship with customers handled by your team.
- Resolving customer complaints quickly and efficiently.
- Keeping customers updated on the latest products in order to increase sales.
- Meeting with managers in the organization to plan strategically.
- Expanding the customer base by upselling and cross-selling.

- Understanding key customer individual needs and addressing these.
- Conducting business reviews using CRM programs.
- Knowing your competition and strategizing accordingly.

Working Experience: The Model Intermediate School

Designation: Teaching

Duration: April, 2009 to December, 2012.

EDUCATION QUALIFICATIONS:

Professional Qualification: -

- MBA in Human Resource with 78.44% from Integral University, Lucknow.

Project:-

- Name – Wages & Salary Administration.

Academic Qualification: -

- Degree/Diploma University/Institute Year of passing Major Subjects –

M.A. (Economics) from CSJM Kanpur University with 59% Kanpur (2010)

B.A. (Sociology, Economics) from CSJM Kanpur University with 56% Kanpur (2006-2008)

Intermediate U.P. Board Allahabad 2005 Art Stream with 58.8%

High School U.P. Board Allahabad 2003 Commerce Stream with 59.9%
(All Subjects)

Achievement

- Salary increment company to company
- Best Staff achievement award from Shishu Soap & Chemicals P.Ltd
- Customer Services achievement.

- Biggest Achievement in Hotel Regenta Central the Crystal HR Executive to Asst HR Manager than Dec10th, 2020 HR Manager Position.
- **COMPUTER SKILLS:**
 - Advance Diploma in Computer Application.
 - Expert in MS-DOS, MS-WORD, MS-EXCEL, WINDOWS 9x,

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

- Place: Kanpur

(Neha Banerjee)