



**NEHA BANERJEE**  
**HR Manager**  
**Contact: 7408179909**

### **Personal:**

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

Date of Birth: 17-05-1986

Email: [nehab762@gmail.com](mailto: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:** 16<sup>th</sup> 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:** 15<sup>th</sup> September, 2022 to 10<sup>th</sup> 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:** 20<sup>th</sup> August,2021 to 30<sup>th</sup> August,2022

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

**Designation:** Human Resource Manager. (Administration).

**Duration:** 15<sup>th</sup> February, 2018 to 5<sup>th</sup> 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 Managers 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)