

CURRICULAM VITAE



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**Current Address: 8/1/13 Sadhan Kanan,
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Dedicated HR Professional with a proven track record of implementing strategic HR initiatives, fostering a positive work environment and optimizing talent management. Seeking to leverage my expertise in employee relations, talent acquisition, Training, and HR process optimization to contribute effectively to a dynamic and growth-oriented organization.

Professional Synopsis

Work Experience:

Company's Name	Neo Metaliks Ltd.
Designation	HR Officer
Job Location	Kolkata
Area	Kolkata and Durgapur
Job Profile	<p>Recruitment Process Management: Oversee the end-to-end recruitment process, including candidate sourcing, screening, CV shortlisting, interview scheduling and coordination for positions ranging from Junior to top management.</p> <p>Reference Checks: Conduct thorough reference checks for new hires across all levels, ensuring quality and credibility.</p> <p>Job Description and Requisition: Develop comprehensive job descriptions and requisitions for new positions spanning from junior to top management roles.</p> <p>Tracker Maintenance: Regularly update and maintain interview and CV trackers to ensure accurate and up-to-date information for efficient recruitment processes.</p> <p>Document Drafting: Prepare and draft various employment documents such as offer letters,</p>

	<p>appointment letters, and confirmation letters as needed, adhering to company policies and legal requirements.</p> <p>Consultant Coordination: Assist in issuing timely work orders to retired, internal, or external employees being retained as consultants, facilitating smooth transitions and follow-ups.</p> <p>Manpower Planning: Support the HR team in manpower planning initiatives and budget forecasts to meet organizational needs effectively.</p> <p>HRMS Updates: Ensure the timely and accurate updating of interviewed resumes in the HRMS (Human Resource Management System) for record-keeping and reporting purposes.</p> <p>HR Policy: Responsible for drafting of the New HR Policy. (To be approved by the management).</p>
Job Period	Jan, 2024 – Till Date

Company's Name	Satya MicroCapital Ltd
Designation	Assistant Manager – Zonal HC
Job Location	Siliguri (North Bengal)
Area	Siliguri, Jalpaiguri, Cooch Behar, Alipurduar, Malda, Uttar Dinajpur, Dakshin Dinajpur, Darjeeling
Job Profile	<p>Recruitment and Onboarding:</p> <ul style="list-style-type: none"> • Identify and develop new sources for hiring quality talent. • Screen and interview candidates • Coordinate with hiring managers to schedule and conduct interviews. • Extend and negotiate offers. • Onboard new hires and ensure they have the resources and support they need to be successful. <p>Training and Development:</p> <ul style="list-style-type: none"> • Facilitate training programs for all employees, including new hire orientation, product training and soft skill development. • Coordinate training needs with Branch Managers and Regional

	<p>Managers.</p> <ul style="list-style-type: none"> • Develop and implement training plans. • Track and measure the effectiveness of training programs. <p>Employee Relations:</p> <ul style="list-style-type: none"> • Be the first point of contact for employees for any HR-related questions or concerns. • Investigate and resolve employee complaints. • Maintain and update employee records. • Coordinate employee engagement activities. <p>Other:</p> <ul style="list-style-type: none"> • Visit at least three branches per month. • Ensure that all the branches in the states are visited.
Job Period	October, 2023 – December, 2023

Company's Name	Bandhan Bank Ltd
Designation	Assistant Manager (Team Member – HRBP)
Job Location	Kolkata
Territory	Kolkata and Indore
Job Profile	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Perform end to end recruitment process starting with sourcing, screening and interviewing candidates till final selection. • Conduct transfer of employees as per the requirement of the organization. • Conduct exit interviews with employees who are leaving the organization and maintain records for future reference. • Facilitate role promotion interviews and provide feedback to the management and employees. • Address and solve employee issues like conflicts, grievances, behavioral issues, etc. as per the company policies. • Manage and maintain all employee records and documents, ensuring compliance with local labor laws and regulations. • Coordinate with other departments in the organization to ensure smooth functioning of HR processes. • Develop and implement employee engagement initiatives to improve employee satisfaction and retention. • Monitor and analyze HR metrics like employee turnover, absenteeism, and employee satisfaction levels. • Ensure compliance with company policies and procedures related to HR practices.

	<ul style="list-style-type: none"> • Participate in HR related strategic planning and implementation of HR initiatives.
Job Period	June, 2021 – December, 2022

Company's Name	Shantidham Foundation
Designation	HR Intern
Job Location	Kolkata
Territory	West Bengal, Bihar, Jharkhand, Madhya Pradesh and Tripura
Job Profile	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Sourced and screened potential HR interns through various recruitment channels, including job portals, social media, and employee referrals. • Conducted interviews, assessed candidate qualifications and provided feedback to the HR Manager. • Assisted in the onboarding process of new HR interns and facilitating orientation sessions. • Coordinated and scheduled meetings with hiring managers to review job descriptions and discuss candidates' qualifications. • Conducted research and contributed to the development of the "Jhoom India" project, which aimed to promote the talented PWD candidates and provide them a platform to showcase their talent at National level. • Collaborated with team members to plan and execute the project, including scheduling performances and coordinating with partner organizations.
Job Period	May, 2020 – July, 2020

****Jan, 2023 – Sep, 2023 – Involved in the family business.**

Key Achievements

Bandhan Bank Ltd.

1. Created employee ID of approximately 1600 employees with rejection rate lower than 7%.
2. I was given the rating of 4 out of 5 for my performance in the FY21-22.

Satya MicroCapital Ltd.

1. Completed end to end recruitment of 14 Apprentice, 11 EDOs and 6 EDO-L.
2. Decreased the manpower gap of 53 to 34 within a very small tenure.
3. Appreciated by Head – Human Capital for my performance.

Neo Metaliks Ltd.

1. Completed hiring for both non-technical and technical positions. (Blast Furnace, Sinter, e.t.c.)
2. Closed some crucial positions up to Vice President level with suitable fit within short time and allocated budget.

Academic Details:

<u>Qualifications</u>	<u>Board/University</u>	<u>School/College</u>	<u>Percentage/DGPA</u>
Class X	ICSE	Stepping Stone School (High)	53%
Class XII	ISC	Pearls Of God	72%
BBA (H)	MAKAUT	Techno India Hooghly	DGPA: 6.86
MBA (HR)	St. Xavier's University	Xavier Business School	78.32%

Skills:

- Bulk Recruitment
- Employee Engagement
- Grievance Handling
- Training and Development
- HR Compliance
- Employee Retention
- MIS
- Talent Acquisition
- Head Hunting

Personal Details:

Date of Birth	20 July, 1997
Marital Status	Married
Nationality	Indian
Hometown	Rishra, West Bengal
Current Company	Neo Metaliks Ltd.
Total Experience	2.5 Years
Current CTC	₹ 450000
Notice Period	One Month

I do hereby confirm that the information furnished by me in the CV are true and correct to the best of my knowledge and belief.

Date:

Place: Rishra

Akash Singh