

PRATIMA DEBNATH

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Professional Summary

Dynamic and results-oriented HR professional with over 2 years of comprehensive experience in Human Resources Operations. Proficient in Employee Relations, Onboarding, Talent Management, Talent Acquisition, Learning and Development (L&D), Employee Grievances, and HR Business Partner (HRBP) roles. Expertise in driving employee retention strategies, designing internal surveys, and conducting emotional intelligence training. Adept at optimizing performance, managing employee life cycle evaluation, and streamlining business procedures in multicultural environments. Highly skilled in communication, leadership, and creating a productive and positive work culture.

Key Skills

- Employee Relations & Grievance Handling
 - Onboarding & New Hire Induction
 - Talent Acquisition, Management & Retention Strategy
 - Emotional Intelligence Training (L&D)
 - HR Business Partner (HRBP)
 - HR Shared Services (HRSS)
 - Attrition Analysis & Employee Life Cycle Evaluation
 - Internal Surveys & Pulse Programs
 - Communication & Behavioral Training
 - Multicultural & International Workforce Management
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Professional Experience

Human Resources Senior Associate

Capline Services Pvt Ltd, Noida 62

05/2021 – 08/2023

- Managed end-to-end onboarding processes, ensuring seamless integration of employees into the company culture.
- Conducted retention strategy analysis for the first 0-90 days of employment, reducing attrition rates by 40%.

- Designed and implemented internal surveys and pulse programs to improve employee engagement.
 - Delivered comprehensive emotional intelligence training sessions, improving team communication and productivity.
 - Led employee relations initiatives, managing grievances and fostering a positive work environment.
 - Collaborated with cross-functional teams as an HRBP to align business objectives with workforce strategies.
 - Spearheaded behavior modulation and process improvement programs.
 - Conducted employee life cycle evaluations to ensure development and career progression.
 - Improved communication methodology through training tools.
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Education

Master of Commerce | Human Resources & Marketing
Shaheed Bhagat Singh College, University of Delhi | 2021-2023

Bachelor of Commerce | Human Resources & Finance
Ramjas College, University of Delhi | 2018-2021

Certifications & Training

- Emotional Intelligence Training
 - Leadership Development & Behavioral Training
 - Voice & Accent Communication Training
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Achievements

- Successfully reduced employee attrition rates by 40% through effective retention strategies within the first 90 days.
- Developed training programs from scratch, enhancing operational efficiency and staff performance.
- Mastered Lateral Hiring, Niche Skill Hiring, Bulk Hiring, Campus Placements and all in End-to-end Recruitment
- Improved employee satisfaction scores by implementing tailored pulse programs and engagement surveys.
- Strategically managed employee life cycle audits and contributed to organizational policy creation.

