



PUBALI CHAKRABORTY

CORPORATE HR-SR. EXECUTIVE

PROFILE SUMMARY

With 3+ years of experience in the Human Resources Department of fast-moving technology companies, I have successfully negotiated benefits, managed compensation packages, recruited top talent, and maintained HR databases. Proficient in Project Management, Leadership, Multitasking, Problem Solving, and Recruitment, I excel in team handling and possess strong communication skills. I have identified passive candidates, managed applicant tracking systems, and built strong relationships with hiring managers to meet hiring needs efficiently.

EDUCATION

- 2021 MBA/PGDM
EIILM, Vidyasagar University
- 2018 B.A
B.C. COLLEGE, KAZI NAZRUL UNIVERSITY

WORK EXPERIENCE

- Apr 2023 - Present
CORPORATE HR-SR. EXECUTIVE
GENIUS CONSULTANT LTD.
Involved in complete Non-IT recruitment. Maintaining GHRMS portal for the details of the company manpower. Recruitment of various profile and position for Non IT for the own organization. Salary making for the new joinees. Taking initial round of interviews. Scheduling the 2nd round of interview with the Dept head and the decision makers of the company. Negotiations with the new joinees. Uploading all the details of the candidate in GHRMS. CTC Mapping. Clearing the doubts of the employees regarding PF, ESI, Bonus, Reimbursement etc. Making Welcome kit with a note for the new joining on the particular dates. Making the new joinees meet with the dept head for further procedures.

PERSONAL INFORMATION

- ✉ Email
pubalic7@gmail.com
- ☎ Mobile
(+91) 9134736550
- 📅 Total work experience
3 Years 4 Months

KEY SKILLS

- Corporate HR
- HR Generalist Activities
- HR Operations
- CV Screening
- Candidates Shortlisting
- Organizational Development
- Hiring
- Recruitment
- Training Management
- technical recruitment
- it recruitment
- talent acquisition
- job posting
- shortlisting
- staffing

OTHER PERSONAL DETAILS

City New Delhi

Country INDIA

LANGUAGES

- English
- Bengali
- Hindi

Jul 2021 - Jan 2023

HR EXECUTIVE

MANPOWERGROUP SERVICES PVT LTD.

Negotiated and managed benefits and compensation packages for employees, resulting in reduced costs for the company. End to End recruitment for IT profiles/recruitment. Maintaining ATS for uploading all the details of each candidate for future prospects of collecting information, organizing prospects based on experience and skill set and filter applicants. Developed and maintained HR databases and records, ensuring data accuracy and privacy standards were met. Identified and recruited top talent for key positions. Built relationships with hiring managers to gain a deep understanding of their hiring needs and identified passive candidates for critical roles. Utilized an applicant tracking system (ATS) to manage candidate communication.

INTERNSHIP

0 Days

LEARNOVATE

COURSES & CERTIFICATIONS

- BUSINESS COMMUNICATION SKILL