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**GANESH HAZRA**

**Deputy Manager- HR & Admin**

**(Ready to move anywhere in India and Immediate Joining)**

* +91-9749556833
* - ganesh.hazra@yahoo.com

**Permanent Address:** -Sonpur. P O - Bhita. District- Burdwan

**Present Address: -** Raghunathpur, VIP Road, Kolkata - 700059

**OBJECTIVE:-**

I am finding a position. Where I can use the knowledge and strength that I have. I want to partake in the growth and success of the company I work for.

**PERSONAL PARTICULARS:-**

Date of Birth: 10th March 1993

Marital Status: Un-married

Gender: Male

Languages Known: Bengali, English and Hindi

**WORK EXPERIENCE**

**NAME OF ORGANIZATION**

**Manpower Group Services India Pvt Ltd**. (MFI & NBFC Sector)

(Since January 2017 to January 2018)

Role: - HR (Talent Acquisition)

**Muthoot Microfin Ltd.** (West Bengal & Jharkhand)

(Since January 2018 to December 2018)

Role: - HR Executive

**Satin Credit care Network Ltd.**

(Since December 2018 – October)

Role: - Senior HR Executive

**Madura Microfinance Ltd.**

(Since October 2019 to Still Now)

Role: - Deputy Manager (HR & Admin)

**Responsibility Areas**

* End to End Recruitment.
* Close the positions through different sources like job portals, reference, social media, consultancies, recruitment drives, campus hiring, job fairs, LinkedIn, etc.
* I have experience in Bulk Hiring, Blue- Collar Hiring, Campus Hiring, Permanent Hiring and contract Hiring.
* Screening and short-listing candidates conducting the preliminary telephonic / face to face round to evaluate candidate’s Behavior, Attitude, Confidence, Communication Skill
* Conducting Operation Round and HR Round for the selected candidates by Skype/ webcam/Face to Face etc.
* Salary negotiation. Background Verification and Offer letter Release.
* Completed the joining & Exit formality, Preparation the MIS of new joiners and Conduct the Training Schedule.
* Employee documentation handling, record creation and record management maintaining Employees Database (Not Joining/Absconding/Resigned).
* Preparing a variety of HR and management reports.
* Maintaining files and electronic records confidentially.
* Maintaining calendars and meeting schedules.
* Providing administrative support to the senior human resources manager.
* Maintaining Attendance & Leave Record of employees across all locations
* Generating employee codes, Email ID, updated HRMS, Leave and Handling Employee Transfers & Relocation.
* Sending inputs to finance of new joiners regarding Medical, PF, ESI,
* Generate Offer Letter, Appointment Letter, Relieving Letter, Show cause Notice, PIP Letter.
* Handling entire Branch administrations like Trade License Labor License, Branch Board etc.
* Handling statutory part and Maintaining all branches petty cash budget.
* Maintaining West Bengal Government all Register Book.

**ACADEMIC QUALIFIATION**

* MBA in HR From Singhania University in 2016
* B.A. in Philosophy Honours From University of Burdwan in 2013

**COMPUTER APPLICATION**

CITA (MS dos, MS Office, Visual FoxPro, Project Management Internet & Email

CFAS, DFAS & ADFAS (Tally, Accord, FACT, TDS, FA packages, Payroll System, Taxation & e-return software)

**PERSONAL STRENGTH**

* Confident & Innovative
* Optimistic & Responsible
* Hard Working & Build a good relationship between Manager And Employees

**HOBBIES & INTERESTS**

* Listening Music & Watch Movie

**ACHIEVEMENTS**

* I achieved best price for best player & best team leader.
* I achieved best price for best actor of theatre.
* I decorated a Pandal of Saraswati puja that is the best Pandel and achieved awarded.
* I achieved a short term goal

Signature:

Ganesh Hazra Date: