

Payel Kar

Human Resource Professional

HR professional with 6+ years of experience in devising & effectuating Human Resource Management, Recruitment for IT, BFSI, Retail, Media, Publishing and E-Commerce Domain. Outstandingly successful in conducting end-to-end Recruitment. Proficient in managing modern HR Systems with skills in maintaining harmonious employee relations among various levels through efficient administration and resolution of employees' grievances. Domain expertise in career progressions, succession & manpower planning, talent management & development with skills in sourcing the best talent from diverse sources. Proficient in Content Curation and Content writing.



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SKILLS

Talent Acquisition Leadership Hiring Screening & Assessment Relationship Building Networking Salary Negotiation

Social Media Hiring Digital Marketing Active & Passive Sourcing Stake-Holder Management Client Coordination

ATS Management Planning & Execution Time Management Critical Thinking Aptitude for Learning Tech Focus

Empathy

WORK EXPERIENCE

Sr. HR Officer

Noha Alwosta Information Technology LLC

01/2019 – Present
<http://www.alwosta.com.sa>

Bangalore, India

Achievements/Tasks

- Working with internal teams and hiring managers to assist with recruitment process.
- Keeping the track of the performance by creating reports & metrics such as hiring reports, Interview to Offer ratio, Offer to joining ratio.
- Following end to end recruitment lifecycle right from researching on the position till on-boarding.
- Sourcing profiles from various sources like job portals, LinkedIn, Internal references, Free Job boards, Recruiter Database, Google search, Blogs, Forums.
- Conducting candidates' reference checks, keeping backup & pipeline candidates, keeping a tab on the offered candidates to evaluate whether they will join or not.
- Dealing with employees' joining and exit formalities by issuing Offer Letters, Appointment Letters, NDAs, Relieving Letters, Confirmation Letters, Extension Letters, Experience Letters, Relieving Letters.
- Keeping track of monthly timesheets, travel arrangements, VISA processing, payslip issuance, invoice preparation.
- Scheduling exit interviews and handling the queries related to full & final settlement.
- IT Positions: Eximills EE Consultant, Solution Architect, Cloverleaf Integration Engineer, T24 Developer, T24 GL Consultant, Servicenow Developer, Service Now Developer, HP Service Manager Developer/ Admin, IBM Tivoli Netcool, BizTalk, Lotus Notes, IBM WebSphere, WMQ, WMB, WebLogic Portal, Workday consultant, UI/UX developer, UI designer, .Net Professionals, iOS developer, Flutter Developer, UiPath Professionals, RPA developers, MS Dynamics Professionals, BMC Remedy Developer, Comptel EI/IL, SAP Modules, IBM Sterling Developer, FusionInvest Developer, Customer Journey Strategist, RAFM Professionals, Oracle Professionals, Wintel & Messaging Engineer, Electronic Trading Consultant, IAM Architect, Treasury Technical Analyst, Calypso Developer, Kondor Developer, IBM API Connect Developer, Storage technologies (IBM SAN, TSM, NET BACKUP), Netapp Admin, HP DP, EMC SAN, HP SAN, Hitachi SAN, Middleware technologies like (WMQ Admin, MQ Admin, WebSphere admin, WebLogic admin), SDL Tridion Developer, Siebel Consultant, Cyber & Information Security Analyst, Hybris Developer, IONIC Developer, IBM Mobile First Developer, AWS Admin, Lead Software Architect, Python Developer, Big Data Consultant, Artificial Intelligence, etc.
- Non-IT Positions: Digital Marketing Head, Treasury Manager, Finance Controller, Payment Domain Specialists, SME Policy Documentation Specialist, Business Analyst, etc.

WORK EXPERIENCE

HR Consultant

Blouin Artinfo

07/2017 – 07/2018

www.blouinartinfo.com / www.blouinshop.com / www.blouinartsalesindex.com

Bangalore, India

Achievements/Tasks

- Sourcing candidates by extensively using the internet (resume and job posting sites/search engines), internal databases, career fairs, cold calling, referrals and other creative means.
- Coordinating with consultants and internal references, candidates and line managers regarding recruitment requisitions.
- Conducting end to end recruitment lifecycle from preliminary Interviews/screening of candidates over the phone/WebEx/Skype till employee onboarding.
- Conducting induction/orientation Programme for new employees.
- Identifying and establishing training needs of various departments.
- Dealing with employees' joining formalities by issuing Offer Letters, Appointment Letters, Relieving Letters, Confirmation Letters, Extension Letters, Experience Letters, Relieving Letters.
- Generating different types of MIS report like Attendance report, Leave Status report, Recruitment reports.
- Maintaining Personal Files and Verification of selected Employee.
- Scheduling Exit Interviews and handling the queries related to Full & Final Settlement.
- Positions Closed: ROR, Java Head, JavaScript, UI developer, UI designer, .Net, iOS developer, Sr. Magento Developer Quality Analyst, Chief AWS Admin, Lead Software Architect, Python Head, CTO (Top Management), Sr. Big Data Consultant, Artificial Intelligence, Content Writers, Genre Writers, Editors, Page Sub Editors, Managing Editor, Magazine Distribution Manager, Digital Sales Manager, Digital Marketing Head, CPA Head, Treasury Manager, AP/AR Manager, CFO (Top Management), CEO (Top Management), Global Finance Controller, etc.

Independent Consultant

Freelance

05/2015 – 06/2017

Bangalore, India

Achievements/Tasks

- Handled various domain recruitment projects and sourced candidates from Junior Level to Top Management.
- Closed many niche skills positions and received appreciations.
- Worked on Content Writing, Content Marketing and Key-Word Research projects for selected clients.

HR Analyst

Veeyu HR Solutions Pvt. Ltd.

06/2012 – 08/2013

www.veeyu.in

Kolkata, India

Achievements/Tasks

- Handling end to end recruitment process.
- Understanding the requirements, planning and scheduling a roadmap towards achieving the targets.
- Looking after the entire cycle of recruitment that includes headhunting/searching/sourcing potential candidates.
- Sourcing candidates from various job portals, referrals, internal database and networking.
- Shortlisting resumes by evaluating the candidate's communication skills, presentation and technical skills based on requirements.
- Meetings the clients for new potential assignments.
- Negotiating & convincing candidates to accept the offer and make them join as soon as possible.
- Building good relations with the candidates and maintaining the database and MIS.
- Preparing weekly and monthly report relating to the number of interviews happened, offers made and candidates joined.
- Conducting exit formalities for internal employees.

HR Executive

Gatec Solutions

03/2012 – 06/2012

www.gatecsolutions.com

Kolkata, India

Achievements/Tasks

- Responsible for end to end recruitment process for the clients.
- Posting jobs for various positions on job portals and networking sites for recruitment purpose.
- Carefully framing job description, specification & keywords to ensure useful responses.
- Screening, sourcing & short listing resumes of candidates from job portals.
- Identifying desired candidates from the database for the specific position.
- Scheduling, coordinating interviews and following up for the shortlisted candidates till the offer is made.
- Handling client coordination and client acquisition.
- Providing weekly schedule of planned activities.
- Maintaining accurate records of all contacts with clients.

WORK EXPERIENCE

Associate – HP Tech Support (North America)

Wipro BPO

12/2009 – 11/2010

Kolkata, India

EDUCATION

BA in Journalism and Mass Communication

Distance

2019 – Present

Bangalore, India

College Diploma (3 Years Full Time)

Saroj Mohan Institute of Technology

05/2006 – 06/2009

Courses

- Computer Science & Technology

Kolkata, India

Higher Secondary

WBCHSE

2004 – 2007

Kolkata, India

CERTIFICATES

SAP HCM (05/2020 – Present)

LANGUAGES

English

Full Professional Proficiency

Bengali

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

INTERESTS

Reading

Volunteer Work

Travel

Blogging

Gaming

Music

Gardening