



Khusbu Mondal

Contact

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Bonhoogly schoolmath mirpara,
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Additional Skills

Core Competencies

- Active listening | Tact and diplomacy
- A People-Person | Persuasive | Excellent interpersonal communication skills
- Counseling and management skills

Professional Summary

Highly motivated professional with over 4+ years of experience in Human Resources and worked in different sectors like Manpower Consultancy, KPO/BPO, Indirect Taxation firm, and FMCG as an HRBP, Have extensive experience in the retail sector, flexible and versatile team player who has worked in varieties of capacities within the various sector, looking for a position where I can expand my knowledge & contribute to the growth of the organization

Work Experience

Aug'2021 till now

Flipkart - Kolkata

Responsibilities:

1. Partnering with the Talent Acquisition team for hire on the onboarding of employees as per business requirements
2. Ensuring compensation of employees as per local statutory compliance and employment laws
3. Work with line manager with vendors to address different types of employee relations issues ensuring a balance in representing all parties
4. Monitoring different data sets provide actionable insights for decision as per business requirement
5. Working with stakeholders to create implement innovative solutions for a variety of Employee Engagement Initiatives
6. Working closely with management and employees to address people's issues
7. Implement / Administer / Interpret corporate policies / Programs / Procedures

Sep'2020 to Aug'2021

MARIAN HUMAN RESOURCE'S - Hyderabad

Designation: Asst. Manager -HR | Hyderabad |

Responsibilities:

- Talent Acquisition
- Training for all levels
- Liaising – Statutory compliance
- Event Management (Marketing & Promotional activities)
- Audit (Internal & External)
- Facility Services (Housekeeping / Security)
- Ware House / Logistics (End to end Recruitment and Training)
- Payroll processing

Feb'2018 – Jun'2020

HEALTH & GLOW PVT LTD - Kolkata

Designation: Officer HR & Admin | Kolkata & Bhubaneswar |

Responsibilities:

- Manpower Planning, Budget V/s Actual
- Talent Acquisition
- On-Boarding
- Planning Engagement Activity for all stores
- Training and Development - Online training Nittio.
- Performance Appraisal
- System Reporting
- Liaising – Statutory compliance
- Employee Relation Activities
- Exit Formalities

ADMIN WORK:

- Maintaining Printing & Stationery- vendors for both Kolkata & Bhubaneswar
- Maintaining Facility Vendor for both Kolkata & Bhubaneswar
- Housekeeping management for both Kolkata & Bhubaneswar
- Coordinating with Vehicle vendor for distributing stocks to all stores
- Employees Uniforms & ID Cards

Sep'2016 to Dec'2017

BT Associates -Kolkata

Designation: HR Executive I Kolkata & Bhubaneswar I

Responsibilities:

- Recruitment
- Identify the Competencies required
- Identify the source for hiring
- Interview the candidates
- Coordinate the final round interview with the respective department and
- Joining formalities
- Handling Employee Database (Both in Soft Form and Files Management)
- Leaves and Attendance Management
- Handling the payroll
- Managing advance Salary & Bonuses
- Full and Final Settlement
- Exit-Interviews
- Employee Relation
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer, etc

Education

United world school of Business - Ahmedabad
MBA - HR & International Business

2014-2016

Mayfair Business school- Kolkata
BBA - HR & Marketing

2010-2013

Languages

English	— Proficient
Hindi	— Fluent
Bengali	— Fluent

References

1. Ms.Usha - CEO Personal Secretary & Board member of SWEP (Health and glow Pvt. Ltd.)
Contact: 9900590720
2. Mr.Charles - HR & Admin Manager (Health and glow Pvt. Ltd.)
Contact: 9986367232

3. Mr.Pual - Sr. HR Manager (MARIAN HUMAN RESOURCES)

Contact: 7382659522

4. Mr.Subhadip Ganguly - Sr. HRBP (Flipkart)

Contact: 8981046179