



Barnali Chhotaray

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Mobile: 8260961002

Date of Birth: 2 July, 1988

Address: Rihanaewar Odisha

CAREER OBJECTIVE:

To get experience in a professionally managed organization, contribute my full efforts and skills for the growth of the organization.

ACADEMIC QUALIFICATION:

PGDBA	Human Resource	Symbiosis School of Distance Learning	2012	60%
B.Sc.	Information Technology	Kuvempu University, Karnataka	2009	69%
Intermediate(Arts)	P.N Autonomous College	CHSE BOARD, Odisha	2005	55%
High School	BB High School, khordha	HSE BOARD, Odisha	2003	65%

OTHER QUALIFICATION:

Diploma	German Language	YMCA	2013	84%
Advanced diploma	ANIIT	NIIT, South Ext.	2009	78%
Certificate	M S Office	Prabhatara Vocational institute	2003	

EXPERIENCE:

1.	KAYA LIMITED- A Group of Marico India	
	Working in KAYA LIMITED as a HR Assistant since Feb 2015 to Dec 2015.	(Feb 2015- Dec 2015)

REFERENCES:

Name: Mr Rahul Kumar
Mob : +919873139219

Designation: AM-HR (AISATS Pvt Ltd)
Email.Id : Rahul.kumar@aisats.in

Declaration:

I do hereby declare that the information and facts stated above are correct and complete to the best of my knowledge and belief.

Date:

Place:

(Barnali Chhotaray)

RESPONSIBILITIES:

End to end recruitment of middle management level for North and East region.
Screening, scheduling and interviewing based on the requirement using portal and other references.
Involved in employee engagement activities.
Completing the joining formalities i.e. Appointment letter, Documentation and Payroll inputs.
Taking care of training release, transfer and separation on SAP software.
Taking care of exit formalities and PF applications.
Management of hiring tracker and coordination with Head Office time to time.
Generating excel report of Top performer North & East monthly in terms of hour and services.
Sharing monthly TAT Analysis on recruitment and Attrition Data in MOR.
Circulating birthday mailers and introduction mailer across departments.
Employee information update on Kaya Recruitment Management System.
Looking after background verification of new employees.
Responsible for training of new employees.
Taking care of travel arrangement of new joiners for training.

EXPERIENCE:

2.	AIR INDIA SATS AIRPORT SERVICES PRIVATE LIMITED Worked in AIR INDIA SATS AIRPORT SERVICES PRIVATE LIMITED as a HR Executive since May 2013 to May 2014. Worked in AIR INDIA SATS AIRPORT SERVICES PRIVATE LIMITED as a Senior HR Executive since May 2014 to December 2014.	18 Months (May 2013-Dec 14)
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RESPONSIBILITIES:

Managing a team of 3 for handling end to end recruitment process.
Screening, scheduling and interviewing based on the requirement using portal and other references.
Responsible for recruitment in all management levels, organizing and taking telephonic round of interviews.

Organising Recruitment Drives.

Completing the joining formalities i.e. Appointment letter, Documentation and induction.
Management of recruitment database, manpower analysis with Assistance of AM-HR and report generation.

Back Office System update in HR R-smart software.

Looking after verification of new employees.

Coordinating for training and respective Admins regarding new employees.

Preparation of Memorandums pertaining to recruitment policies.

Sending introduction mailer across department for corporate new joiners.

STRENGTHS:

Cooperative

Teamwork

Punctual

Determined to deliver within timeframe

Consistent

Ready to take initiative

MANAGEMENT SKILLS:

Competent and extremely efficient profession with relative experience in managing the entire operations and functions related to HR.

Ability to work with related calm in a high pressure environment and time constraint.

Professional with natural flair for building relations.

Good communication, interpersonal and liaison skills coupled with strong leadership qualities and innovative ideas.

AWARDS & ACHIEVEMENTS:

Recognized for **Best Idea Corporate** for the second quarter of the year 2014 from Corporate through **ASIA** scheme.

Nominated for the **Star Performer Corporate** for the second quarter of the year 2014 from HR.