**SANCHITA GHOSH**

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Date of Birth 11th May, 1986

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**Career objective:**

To work with an organization where my HR related skills and knowledge can be shared and enriched to contribute towards overall growth of the organization.

**Area Of Exposure**: Recruitment & HR Operations(Generalist)

**Educational Qualification:**

* CBSE 10th class with 73.8% in year 2002 from St. Thomas’ School ,New Delhi
* CBSE 12th (Commerce) with 80.4% in year 2004 from St. Thomas’ School ,New Delhi
* Bachelors Of Computer Applications(B.C.A) with 68.64% in year 2007 from G.G.S.I.P.U (New Delhi)
* PGDHRM (Post Graduate Diploma in Human Resource Mgt.)with 62% in 2012 from Symbiosis, Pune

**Experience:**

* Working with **Sapient** as an **HR Associate** from December 2012 till May 2016.

**Roles and Responsibilities**

1. **Background Check**

* Was a part of the Background Check Track and handling end to end Background checks for India, APAC and North America Region
* Work on 4000+(approx.) background check cases annually
* Coordination with the candidates and Business across different for conducting the background check process
* Handle Project specific background checks pertaining to critical client requirements
* Coordinate between vendor, candidate and business and ensuring timely closure of cases with 100% compliance
* Handle Vendor Management which includes invoicing and estimation data
* Create monthly Dashboards and Data Reporting for Background Checks
* Handle the Team Data Reporting, Analysis and audits

1. **Learning and Development**

* Facilitate the New Hire Induction sessions
* Lead L&D activities/sessions for the New hire batch
* Coordinate with various functions and prepare the sessions as per the career levels
* Ensure to provide a great experience for the New Hires in this Induction Program
* Resolve the new hire queries

1. **Data Analytics**

* A Part of the **People Success Operations** Team and take care of reporting and data analytics
* Generate reports on excel on the basis of requirements
* Create PowerPoint presentations
* Generate Monthly Dashboards and analysis data

1. **Exits**

* Handle employee exit related queries
* Ensure their clearances from all the departments
* Issue exit letters once the clearances are received
* Ensure the completion of exit documentation of the candidate and smooth processing

1. **Achievements**

* Created software on MS Access to automate the internal maintenance and reporting of Background Check Data.
* Certified as a Facilitator to run the New Hire sessions from the Learning and Development Team of Sapient.
* Worked with **Educomp Solutions Ltd.** as an **HR Executive** from October 2010 till June 2012.

**Roles and Responsibilities**

1. **Generalist Role**

* A Part of the **HR Operations** Team and taking care of end to end Activities of HR Operations.
* Handing Employee Relations and Employee’s Grievances.
* Managing the Tool –myHR(One window for all the employees HR related issues incl. salary, various deductions of the salary, medical related issues, compliance, general issues.)across PAN India.
* Following the SLA for timely responding to the employees for their queries through myHR.
* Knowledge on the Various salary components and deductions.
* Worked on Computation of PF, ESI, Bonus and other Statutory components of the salary.
* Helping the employees to understand the structure of the salary and the monthly deductions.
* Implementation and Handling of HR ERP tool- Flexiele
* All the Letter Generation Activities incl. Appointment letter, Experience letters, Annual revision letters, Bonafide letters etc.
* Updating and Maintaining of employee database on regular basis.
* Monthly compiling the new hire data and resignees data and sending the same for payroll input.
* Generating MIS reports.
* Taking care of the Exit formalities.
* Maintaining the reports on the New Hires and attrition on monthly basis for headcount analysis.

1. **Audit**

* Maintaining the Employee Personal Files and ensuring the completion of documents from compliance perspective
* Have been a part of the Annual Audit of Employee data/Files.

1. **Other Activities**

* Have closely worked with the Payroll team.
* Have the basic knowledge on the payroll structure and concepts.
* Worked with **American Express India Pvt. Ltd.** as an **HR Executive** from June 2008-September 2010**.**

**Roles and Responsibilities**

1. **Recruitments**

* Have been a part of the Talent Acquisition team and is involved in the core hiring process.
* Have handled Recruitments.
* Have worked on the company’s referral channel policy.
* Have worked on all the Junior and middle level positions( Incl. Finance, IT/Technical, Sales/ Marketing and other operations and support functions hiring)
* Have taken care of Maintenance of referral database, Screening and short-listing of the CVs from the same and sending them to the respective departments/Hiring Managers as per the requirement.
* Was responsible for Coordinating with Department leaders understanding the requirement and sharing the JD with the consultants
* Was taking care of the Pre-Screening and short-listing the CVs sent by the consultants and providing the feedback accordingly.
* Was taking care of Scheduling Interviews and Coordinating with leaders and the consultants.
* Was responsible for Conducting Telephonic Interviews and screening candidates from HR perspective.(stability, experience, qualification, negotiating on packages etc.)
* Have Handled walk in Interviews on regular basis, taking the preliminary and HR(final) round of interview.
* Have exposure in bulk hiring.

1. **Pre- Joining Formalities**

* Have Handled the Pre-Joining formalities (Issue appointment letters, apply for the people soft Ids, follow ups with employees for all the formalities, collecting required documents on the day of joining.)
* Have Handled Joining Formalities incl. documentation (Form Filling) and other onboarding activities.
* Was taking care of Creating and maintaining the files of the employees, completing and updating the files with the documents required from Compliance perspective. Doing follow-ups for the same.
* Maintenance of the New Joinees database.

1. **Background Verification**

* Was Taking care of the Background Verification process of the employees
* Follow-ups with the employees for the required documents.
* Was Working with the vendors to complete the verification process for each employee.
* Have Handled cases of different nature, and closed them accordingly.

1. **Other Activities**

* Have closely worked with the Compliance team on various aspects.
* Follow up with Vendors on various documents required from compliance perspective.
* Issue letters relating to compliance issues.
  + Worked with **Devzjob HR Solutions** as Technical Recruiter from

November 2007 – May 2008

**Roles and Responsibilities**

* Handled both IT as well as Non-IT Recruitments.
* Worked on Junior, Middle and Higher level positions.
* Understanding the requirement of the clients and screening the CV’s according to the requirement.
* Taking telephonic interviews and lining the candidates for the interviews.
* Regular follow ups with the clients as well as the candidates.
* Handled regular administration work of the office
* Maintaining the attendance of the office staff and keeping a record of the leaves on monthly basis.
* Drafting official letters.
* Creating and maintaining databases in Excel sheets.
* Also was a part of the IT projects.
* Worked on the Digital university portal.

**Software Proficiency:**

* Proficient in languages like C, C++, JAVA, Visual Basic, FoxPro, HTML
* **OPERATING SYSTEMS**: WINDOWS (all platforms), DOS, UNIX.
* **HTML Editing Tools** : Microsoft Front Page
* **Office Package**: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

**Co curricular Achievements:**

* Participated in Singing competition and won outstanding position in many of them.
* Participated in dance competition.
* Participated in drama.
* Participated in Debating, Recitation and Comprehension.

**Languages known:**

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| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAK** | **READ** | **WRITE** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Bengali | Yes | No | No |

**\*\*All the information furnished above is true and up-to-date as per my knowledge.**