



# PALLABI BASU

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## OBJECTIVE

Self motivated, goal oriented, enthusiastic professional with a passion for self development. Confident in accepting challenges and constantly strive to enhance my learning curve. An active team member who effectively communicates across all the levels, staff members and establishes fruitful relationship with all. Relying on my experience, if given a fair chance, I will discharge my responsibilities to the best of my abilities.

## EDUCATION

- **Dr Graham's Homes**  
2009  
ICSE
- **Pratt Memorial School**  
2011  
ISC
- **SHRI SHIKSHAYATAN COLLEGE**  
2014  
BA POLITICAL SCIENCE HONOURS
- **RABINDRABHARATI UNIVERSITY**  
2016  
POST GRADUATION
- **ST XAVIER'S COLLEGE.**  
2019  
MBA
- **WBUTTEPA**  
2020  
B. Ed

## EXPERIENCE

- **Dr. Kanailal Bhattacharyya College**  
2021 - Present  
Guest Lecturer (Dept. of Political Science )
  - Keen interest in teaching.
  - Specializes in the following :
    - Marxism
    - Western Political Thought
    - Indian Political Thought
    - Indian Politics Government and Constitution
    - Comparative Government and Politics
    - Political Sociology
    - Public Administration and Public Policy.

- **SAF Fermion Ltd**

*2020 - 2020*

Senior Manager - HR

- Compile and coordinating with shortlisting and interviews hires, transfers, performance
- appraisals, and absenteeism rates and exit employees- Total Talent Management and
- preparing MIS report.
- Handling end to end recruitment.
- Manage and maintaining employee tracker and reports of each candidates.
- Creating database skillwise.
- To provide a range of administrative support functions to the HR team, prepare offer
- letters, contracts of employment and variance letters.
- Liaising with government authorities as necessary and ensuring compliance are duly
- met.
- Preparing Employee Budget and reviewing the performance of the employee.
- Participating in formulating and achieving of corporate objectives.
- Devising and advising on various employee policies like leaves, welfare and benefit
- schemes, assessment parameters and appraisal policy, disciplinary measures,
- settlements and exit interviews etc., work culture, confidentiality, reducing attrition -
- ensuring that statutory requirements are met.
- Devising suitable rewards and recognition policy, assisting in career development within
- the organization.
- Welfare & CSR Activities.
- Providing Training and Development and regularly organize programs for learning and
- interdepartmental interaction.
- Manage employee relations issues of staff, including coordinating and engaging with
- Operations and Management teams in office. In conjunction with legal department if
- necessary, supporting audits as necessary.

- **Alpine Distilleries**

*2018 - 2020*

Executive Manager - HR & Admin

- To support daily HR activities and assist in coordinating recruitment, processes and relevant documents, overseeing daily HR Generalist activities.
- Sourcing candidates through various internet sourcing, job portals - Naukri, Times Monster and through Networking and references.
- Liaising with government authorities as necessary and ensuring compliances are duly met.
- Salary disbursement, taking care of statutory compliances – PF, ESI , P.Tax, Factory Licence renewal, Fire Licence renewal and all labour laws etc.
- Guide and manage the overall Human Resources, Benefits and Payroll Administration Policies and Programs.
- Acting as the key coordinator for vendor management, annual maintenance contracts and vendor performance evaluation along with finalizing AMCs (ensuring agreements are updated).
- Ensuring timely availability of office resources and consumables and prompt resolution of employee grievances - stationery, courier & office infrastructure & refurbishments.
- Ensuring that various tasks (planned preventive maintenance, periodical activities, regular up-coming facility related activities, defect rectification, refurbishment, etc.)

- **Narayana School**

*2015 - 2018*

HR Executive & Secretary

- Conduct pre & post joining formalities and ensure proper induction of new joiners in
- coordination with Principal & Corporate HR.
- Facilitate in ID card issuance, official email id creation, visiting card issuance, insurance
- benefit inclusion and any asset allocation under guidance of Principal.
- Acting as SPOC from schools end in facilitating and implementing HR activities within
- the school premises by complying with the school's policies, SOPs and also adhere to
- statutory rules and regulations.
- Working closely with the principal on a daily basis to ensure the smooth overall
- operation of the school.
- Fostered a positive learning environment by incorporating team building activities and
- positive reinforcement techniques.
- Supporting committees of staff and parent that function to improve the learning and
- social environment of the school for the students.
- Resolving conflicts between students, teachers, parents or combinations of conflicts
- between various individuals.
- Assisting in yearly teacher evaluations, assisting in providing guidance to staff and
- students, and encouraging a positive climate in the school.
- Conduct exit formalities and facilitate in handover take over process and co-ordinate
- with Corporate Support Functions for full and final settlement in events of resignation /
- retirement of staffs, under guidance of Principal.
- Ensures arrangement of exit interview of employees with Corporate HR
- Developing emergency response plans for schools as required by state and other NOC &
- CBSE work. Filing reports and updating as required.
- Record keeping as required through the use of various logs, tracking records, computer
- programs, inter or intranet software or other programs.

- **Hindustan Times**

*2014 - 2015*

HR Intern

- Liaison with reporters and editors.
- Content editing and enrichment.
- Sub edit and proof read.
- Assist in news covering and noting vital information.
- Ensuring employee welfare and employee relations are positive.
- Identifying and meeting the training needs of existing staff.
- Ensure the working environment is safe for employees.
- Participating in administrative staff meetings.
- Maintaining department records and reports.