



Kazi Farheen Mansur

Human Resources Professional

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Profile Summary

- 7+ Years progressive IT and Non-IT industry exposure in HRBP.
- Expertise in Team Management through building excellent relationship.
- Assisting/ Mentoring in HR operations.
- Excellence in preparing & maintaining MIS Reports.
- In-depth understanding of all processes and systems of Payroll and Compliance.
- Expertise in day-to-day admin activities and managing vendor.

Core Competencies

Recruitment and Selection
On-boarding
Training and Development
Payroll Management
Statutory Compliance
MS Office
Advanced Excel
Team Management
HR Operations

Academic Details

- PGDM from Globsyn B-school in 2015.
- B.com (H) from Shyamaprasad College in 2013.
- ISC from East West School in 2010
- ICSE from Holy Rock School in 2008

Internship

Reliance Trends

Posted at Burdwan (West Bengal) Summer' 2014

Skill Set



Project: Effectiveness of HR in Retail Operation which implies increasing of employee satisfaction level

Summary: Handling employee's grievances in Retail industry, analyze the data and improve the same as well as understanding the process of recruitment, career path.

Trained in:

- Recruitment Process
- Performance Evaluation Process.
- HR Initiatives

Career Timeline

ITC LIMITED

FLIPKART

VIVO MOBILES

Gowebbo

Oct'21- Present
Capgemini- Sr. Associate

Key Result Areas:

- *Managing hiring through SAP SuccessFactors
- *Managing resourcing module hire to retire through SAP SuccessFactors
- * Process HR Administration requests.
- *Manage processes like transfers, promotion, leavers, etc as per the requirement
- *Process client's queries
- *Provide clarification of HR policies and procedures

January 2019- Oct'21
ITC Limited - Unit HR

Key Result Areas:

- *Recruitment
- *On-Boarding
- * Exit Formalities
- * Employee Welfare and Engagement
- * HR Operations
- * Employee Grievances
- * Vendor Management
- * General Administration
- * SAP

August 2018- December 2018
Flipkart- HRBP

Key Result Areas:

- *Recruitment
- * On-boarding
- * Attendance Management
- * Employee Grievances
- * Employee Engagement
- * Vendor Management
- * MIS Report

August 2016 – May 2018
Vivo Communication Device Pvt. Ltd., Kolkata as Executive- HR
(Worked as a Team Lead, with 3 subordinates)

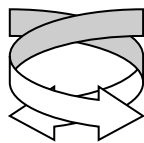
Key Result Areas:

- Recruitment and on-boarding.
- Induction.
- Payroll.
- Statutory Compliance.
- Employee Engagement and Grievances.
- MIS
- Administration.

April 2015 – July 2016
Gowebbo, Kolkata as Officer – HR.

Key Result Areas:

- Recruitment
- On- boarding
- Induction
- Employee Engagement.



Language

- English
- Hindi
- Bengali



Achievements

- During schooling awarded certificates for Different Traits.
- Adjudged the “Best performer” in the past organization(vivo) for the months of April, May, June 2017.
- Received “Extra Mile Award” from ITC Ltd.
- Received “Rising Star Award”

Personal Details

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