Shreya Banerjee

HR Executive

shreya.banerjee@example.com • +91 90000 12313 • Kolkata, India • LinkedIn

PROFESSIONAL SUMMARY

HR executive with 3 years of experience in end-to-end recruitment, onboarding and payroll coordination for a 450-employee services company. Fills mid-level roles in 28 days on average and keeps first-year attrition low through structured onboarding. MBA in HR, comfortable with HRMS tools and Indian labour compliance basics.

WORK EXPERIENCE

HR Executive, Northwind Business Services Pvt Ltd — Jun 2023 – Present
Kolkata, India

- Close 8 to 10 positions a month across sales, operations and finance, with an average time to fill of 28 days against a 40-day target.
- Screen 250+ resumes and run 60 first-round interviews a month, sending only strong profiles to hiring managers.
- Run onboarding for 15 joiners a month and cut first-90-day exits from 12% to 6% with a buddy system and a 30-60-90 plan.
- Coordinate monthly attendance and leave data for payroll of 450 employees with zero repeat errors in the last 6 months.

HR Intern, Kestrel Software Pvt Ltd — Dec 2022 – May 2023
Kolkata, India

- Updated employee records in the HRMS for 300 staff and helped clean up 80 duplicate entries.
- Scheduled 120 interviews and prepared offer letters under supervision.

EDUCATION

MBA (Human Resource Management), Calcutta University — 2021 – 2023
Kolkata, India | 8.1 CGPA

B.Com (Honours), St. Xavier's College, Kolkata — 2018 – 2021
Kolkata, India | 79%

CERTIFICATIONS

HR Analytics Certificate, Online learning platform — Mar 2023

Labour Laws and Compliance Basics, Industry training body — Feb 2024

SKILLS

Recruitment | Resume screening | Interviewing | Onboarding | HRMS | Payroll coordination | Employee engagement | HR documentation | Labour law basics | MS Excel