

Sayanto Purakasto

Senior HR Executive and Generalist

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- Holds the distinction of planning, supervising and participating in various seminars, conferences, etc.
- Proficiency in manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation.
- Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations.
- Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams

SKILLS

- Onboarding & Offboarding
- MIS Reporting
- Talent Management
- HR Policies & Procedures
- Time and Attendance
- HR Strategy
- Performance Management
- Payroll Processing
- Grievance Handling
- Strong Analytical Skills
- Human Resources Information Systems

CERTIFICATION

- Certified Human Resource Specialist.
- Workday HRMS and HR Operations

WORK EXPERIENCE

Senior HR Executive and Generalist - Amh Services

May 2024 - Present

- Oversee the entire employee lifecycle for 300+ employees, managing onboarding, payroll, and exit processes.
- Handle joining confirmations, induction, and data management through the ERP system (PeopleHum).
- Administer CTC allocations for new hires and salary revisions, ensuring compliance with tax declarations.
- Initiate background verification (BGV) checks and secure employee consent, ensuring timely completion before onboarding.
- Prepare and manage key employee documentation, including employment agreements, relieving letters, internship certificates, and declaration forms.
- Coordinate the addition and removal of employees from insurance plans and share relevant employee data with stakeholders.
- Manage payroll processes, including updating bank account details, Full & Final settlements (F&F), and exit formalities.
- Validate payroll data, collect inputs, and share ECR reports with the finance team to ensure accurate payroll processing.
- Extract NPS contribution reports from HRMS after payroll to ensure timely contribution tracking and compliance.
- Generate and analyze various employee-related MIS reports, providing key insights to internal teams and stakeholders.
- Ensure salary slips are available to employees through HRMS and handle any related queries or issues.
- Coordinate the exit process, managing Last Working Day (LWD) clearance, document signing, and IT access revocation.
- Generate and share F&F slips, tax slips, and other relevant exit documentation with departing employees.
- Approve employee and ex-employee PF transfer and withdrawal requests on the PF portal, ensuring timely processing.
- Oversee operational coordination, grievance management, performance management, and succession planning.
- Manage disciplinary actions, including Performance Improvement Plans (PIP), POSH cases, and background verification-related issues.
- Issue official employee letters such as offer letters, termination letters, and relieving letters.
- Experienced in handling bulk onboarding and exit processes, ensuring smooth transitions for large groups of employees.
- Conduct exit interviews and implement retention strategies based on feedback to reduce turnover and improve employee satisfaction.

HR Recruiter - Talent Acquisition - TrueBlue

Jul 2020 - Jun 2023

- Interfacing with management and head of departments for implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower

requirements for new / existing departments.

- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
- Induction / orientation program to the new recruits.
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, training records, etc.
- Ensuring adherence to the statutory compliances.
- Managed all aspects of HR office including Learning & Development Team and prepared all associate communication.
- Hosted and conducted bi-weekly new hire orientation as well as designed necessary professional development plans.
- Work with managers to address employee issues and assist with performance management.
- Attend meetings with Senior Management and bring new ideas and a strategic mind to help improve HR!

HRFS specialist - Wipro

Sep 2018 - Jul 2020

- USA Payroll, benefits, and HR Process.
- HR Shared Services (Hire to Retire) for the US Employees, HR Process Transitions. Issuing CMS-L564/Medicare Part B for USA Employees.
- Worked on benefits requests, Auditing benefits policy, and giving orientation to the new employees regarding benefits.
- Participated in annual enrollment where employees contact directly via call, a ticket and Chat process for enrolment, or know about the benefits plan.
- supported hiring managers in creating requisitions on ATS (Workday & Taleo) provided navigational support as well on HRMS tools TBA and workday.
- Maintaining and updating organizational structures and coaching location with HR teams on understanding the structures.
- Processing business request as transfer or promote and Cost Center Change.
- Educating Exit Policies.

Senior Customer Service Representative - Teleperformance (TP)

Feb 2017 - Aug 2018

- Handled us clients specially Banks JP Morgan-Chase, Bank of America, Wells Fargo, and few more.
- Check the Credit history of the Customers who applied for the loan Via call emails and Fax and send the report to the clients.
- Conducting background Verifications to get the past loan and credit history.
- Temp Subject Matter Expert.

PROJECTS

Implementing new HRMS

153 Days

- Manage payroll processes, including updating bank account details, Full & Final settlements (F&F), and exit formalities.
- Validate payroll data, collect inputs, and share ECR reports with the finance team to ensure accurate payroll processing.
- Extract NPS contribution reports from HRMS after payroll to ensure timely contribution tracking and compliance.
- Generate and analyze various employee-related MIS reports, providing key insights to internal teams and stakeholders.
- Ensure salary slips are available to employees through HRMS and handle any related queries or issues.

Mass Hiring and Pre hire Orientation

424 Days

- Interfacing with management and head of departments for implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment, etc.
- Induction / orientation program to the new recruits.
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records, training records, etc.

EDUCATION

2023 MBA/PGDM | HR/Industrial Relations
Swami Vivekanand Subharti University,
Meerut
Marks - 75%

2021 B.A - Bachelor of Arts | Arts&Humanities
Swami Vivekanand Subharti University,
Meerut
Marks - 70%

ADDITIONAL INFORMATION

Languages: English, Hindi