

Riya Das

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PROFILE

Result-driven HR Executive with **4 years** of experience in recruitment, onboarding, payroll and HR operations.

CORE COMPETENCIES

Recruitment & Talent Acquisition: Bulk & Niche Hiring | Technical & Non-Technical Roles | RPO & Consultancy Hiring | Interview Coordination | Leadership Hiring | Headhunting | Salary Negotiation

HR Operations & Strategy: Payroll Processing | Compensation & Benefits | Employee Relations | Grievance Handling | Resource Planning & Allocation | Onboarding | Monthly Reporting | Data Analysis | HRMS (Pocket HRMS) | MS Excel | Pivot Tables | Dashboard Management

EXPERIENCE

Han River Technology

Kolkata, India

Human Resource Executive

Feb 2021 – Mar 2024

- Recruited for 13 departments, facilitating 450+ domestic hiring and onboarding.
- Managed full-cycle recruitment for both tech & non-tech roles.
- Delivered 28 hires via RPO and 82 hires via consultancy partnerships.
- Screened 2800+ candidates, conducted interviews, salary negotiations.
- Enhanced employee data management systems.
- Conducted monthly evaluations and managed grievances.
- Led resource projection planning and internal development strategies.
- Performed all hiring projects under-budget and on-time.
- Data analysis.
- Developed monthly and annual reports.

Rplanx Technology

Kolkata, India

Human Resource admin and executive

Jan 2017 – Dec 2014

- Processed and screened 2500+ candidate profiles.
- Conducted interviews, issued offer letters, managed onboarding.
- Oversaw payroll processing for 60+ employees (PF, ESI, P.Tax).
- Managed leave, attendance, compliance, and compensation.
- Created employee policy framework and managed records.

ACHIEVEMENTS

- Best employee of the quarter for 2 times.
- Recruited for 13 departments, facilitating 450+ onboarding.
- Screened 2800+ candidates, conducted interviews, salary negotiations.
- Delivered 28 hires via RPO and 82 hires via consultancy partnerships.

EDUCATION

May 2012 – May 2015

University of Calcutta

Kolkata, India

Bachelor of Commerce in Financial Accounting