

# 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 onboardings.
- 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+ onboardings.
- 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