

ABHILASH CHOUDHURY

HUMAN RESOURCE OPERATIONS SPECIALIST



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PERSONAL SKILLS

Hard Skills

MS Office | MS Excel | MS Powerpoint | Data Analysis | Project Management | Reward & Recognition | Critical Thinking | Employee Engagement | Project Management | Risk Management | Leadership | HRMS/HRIS | Grievance Management | Communication | Onboarding & Offboarding | Active Listening Skills | Cultural Awareness | Employee Relations | Organizational Development | Attendance Management | Learning & Development | Data Management | Compensation & Benefits | Talent Acquisition | Retention Strategies | Performance Evaluation | Problem Solving Ability | Conflict Management | Attrition Control | Google Workspace | Recruiting and Interviewing | HR Policy Design | Conflict Management | Workforce improvements SOP's | Exit Interviews | Induction Programs | Talent Management | Time Management | Statutory Compliance & Labour Laws Knowledge | Chatgpt | Performance Management | Process Improvement | KRA & KPI | Talent Acquisition | Chatgpt | Generative AI

CERTIFICATIONS

CHATGPT FOR HR (GREAT LEARNING)

Feb 2025 - Mar 2025

Applied ChatGPT to automate and enhance key HR processes, leading to increased efficiency.

GENERATIVE AI FUNDAMENTALS (DATABRICKS)

Jan 2025 - Mar 2025

Acquired foundational knowledge of generative AI models and their practical applications.

SUMMARY

Talented Human Resource Professional with 3+ years of experience in planning and coordinating Human Resource department operations and programs. Versatile professional with background managing areas such as company policy development, benefits, hiring procedures. Proudly maximized employee retention through first-class training and compensation management.

EDUCATION

Degree: HR Management & People Analytics
Datatrained Education Pvt. Ltd.

Degree: Mass Communication
Assam University

Degree: Information Technology
Sikkim Manipal University

WORK EXPERIENCE

TOOK A CAREER BREAK Jun 2024 - Jul 2025

Took a planned career break to care for my mother, a heart patient, during a critical medical condition, as my father was unable to manage alone. This period, though challenging, strengthened my resilience and sense of responsibility. With her health now stable, I am fully prepared to return to my HR career with renewed focus, dedication and commitment to contribute effectively.

HR Operations Administrator (Govt. Project) Nov 2022 - May 2024
Imperial Institute of Skill Development(IISD),
Silchar, Assam

- Spearheaded **end-to-end recruitment** for non-technical staff, successfully staffing multiple centres across Northeast India within strict timelines.
- Directed **HR operations** covering onboarding, offboarding, full employee lifecycle management, and policy implementation.
- Maintained accurate workforce records through **HRIS platforms (Zoho People, Employwise and others)**, ensuring seamless data integrity and reporting.
- Strengthened **employee relations and grievance handling**, improving workplace engagement and retention.
- Championed **performance management** by driving KRA/KPI tracking, feedback cycles and growth-oriented development programs.
- Delivered actionable **HR analytics and dashboards**, enabling data-driven workforce planning and leadership insights.
- Introduced **automation and process enhancements** in HR workflows, reducing manual errors and improving efficiency.
- Collaborated with IISD centre managers and leadership to align HR strategies with **business expansion goals** in remote areas.

ACHIEVEMENTS

Increased employee retention by **55%** through effective engagement strategies and conflict resolution.

Reduced time-to-hire by **60%** and cost-per-hire by **40%**, freeing up resources to drive business growth and innovation.

Received '**Best HR Professional of the Year**' award for outstanding contributions to organizational growth and employee satisfaction.

Boosted employee satisfaction by **50%** and cut absenteeism by **30%** through wellness programs.

Seasonal HR Executive (Contractual)
Flipkart India Pvt. Ltd., Guwahati,Assam

Aug 2022 - Oct 2022

Hire 90+ blue-collar workers for Flipkart DC facility.

Conduct inductions for seamless team integration.

Coordinate error-free payroll processing.

Resolve employee grievances with 90% satisfaction.

Foster positive work environment, boosting engagement.

Design employee programs for recognition and participation.

Identify & Administer training needs for blue-collar workers.

HR Operations Assistant (Internship)
Datatrained Education Pvt. Ltd.,
Gurugram,Haryana

Dec 2021 - Mar 2022

Source and hire top sales talent using advanced strategies and tools.

Ensure 100% new hire satisfaction through seamless onboarding and support.

Recruit candidates nationwide using innovative sourcing methods & social media.

Achieve 95% new hire retention through effective onboarding & continuous feedback.

Monitored employee performance & developed targeted training programs.

Collaborated with team leads to drive business growth & improve employee engagement.

Fostered a positive work environment through effective collaboration and support.