

To work as a responsible member in an esteemed organization where I can use my skills for the development of the organization and can enhance my knowledge and grow with the growth of the organization.

WORK EXPERIENCE

Working with **Telebu Communications** (formerly known as SMSCountry Networks) since September 2017

Responsibilities:

- Working on various junior, Middle and senior level positions on Non-IT and IT.
- Working on C2H position
- handling initial rounds in recruitment from sourcing profiles to closing the positions
- Experience in sourcing through various job portals like naukri, timesjobs, linkedin, monster
- Using social media to connect with candidates
- Pre-screen them based on the job description, taking initial round interviews
- Maintaining candidate data-base
- Sending them offer letters.

1. Worked as a Trainee at **Manpower Group** from January 2017 to August 2017.

Responsibilities:

- Worked on various Junior, Middle level Positions in IT, non-IT.
- Handling and Responsible for managing the entire Recruitment cycle from Sourcing – screening, validating resumes and preliminary interviews, salary negotiations,
- Experience in Sourcing profiles through various job boards like (Naukri, Monster) employee reference, Internal Database.
- screening them based on job description
- Maintaining database and excel sheet tracker for sourcing profiles, status of the candidates and other activities.
- Experience in handling ATS.

Skills & Positions worked on:

IT:

- Pega PRPC, Business Analyst, Adobe Neolane
- Embedded C, Embedded testing, QTP testing, SAP FICO, SD, MM
- Java Technologies: Core Java, J2EE, Spring, Hibernate
- Database: Oracle DBA, SQL, Front End: HTML, CSS, JavaScript, Ajax, jQuery, Angular JS

Non IT(sales and digital marketing):

- Pre-sales, Inside sales, online sales, lead generation
- Business development executives.
- Account manager, National head-sales, Branch head-sales,
- PPC, SEM, SMM, content writer

Achievement : Received “employee of the year” award in Recruitment from Telebu for the year 2018

INTERNSHIP

Company Name: ALBERT DAVID LIMITED

Duration: 2 months

Title : "A review of HR & IR systems with special reference to ALBERT DAVID LTD"

Internship Role:

1. Review of existing HR & IR systems in Albert David Ltd. Headquartered at Kolkata
2. Employee survey through questionnaire
3. Recommended suggestions on the existing system.

EDUCATION

SCHOOL/COLLEGE/UNIVERSITY	CLASS/STREAM	YEAR	PERCENTAGE (%)
BHARATIYA VIDYA BHAVAN INSTITUTE OF MANAGEMENT SCIENCE.	MBA (HR)	2016	7.32 CGPA
RANI BIRLA GIRLS' COLLEGE (C.U)	B.A (ENGLISH)	2014	47.37%
THE ST.XAVIER'S SCHOOL (I.S.C.)	10+2(ARTS)	2011	83.25%
HOLY CHILD ENGLISH ACADEMY (I.C.S.E)	10 TH	2009	79.2%

ADDITIONAL INFORMATION

Languages Known

LANGUAGE	READ	WRITE	SPEAK
ENGLISH	√	√	√
HINDI	√	√	√
BENGALI	√	√	√

COMPUTER KNOWLEDGE

PERSONAL INFORMATION

D.O.B: August 12th 1992

Citizenship: Indian

Marital status: Married

14th August, 2019