

# **DIPANNITA DEY**

## **ADDRESS**

HERITAGE HOME APARTMENTS  
BELTOLA TINIALI  
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STATE: ASSAM  
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## **CAREER OBJECTIVE**

To pursue a career which can give me a chance to add on my portfolio of learning and which ensures me a career growth with enhancement of further knowledge.

## **ACADEMIC CREDENTIALS**

Year	Course Studied	Name of the Institution / University	Major Subjects Studied	Percentage
2017-2019	MBA	Ramaiah Institute of Management	Human Resource	68
2013-2016	BSC	B. Borooah College	Information Technology	67
2012-2013	XII	Kendriya Vidyalaya Khanapara CBSE	Science	65
2010-2011	X	Kendriya Vidyalaya Khanapara CBSE		68

## **INTERNSHIP**

Company Name	Date	Project Title	Project Details
1. Emami Limited	2 <sup>nd</sup> july'18- 14 <sup>th</sup> Aug'18	Organizational study	Study of different functions in the organization
2. Need Base India	21 <sup>st</sup> April'18- 6 <sup>th</sup> May'18	Make a Difference to society	Worked with the NGO to cater the needs of the children
3.lamHere Software Labs	1 <sup>st</sup> Dec'17- 30 <sup>th</sup> Dec'17	Live project	Marketing and consumer behavior

## Work Experience

Company Name	Tenure (Start and End Date, Year)	Designation	Job Profile
Allegis Global Solutions	11 July 2019- Present	Recruiter level-1	1)Responsible for identifying talent that meets specific customers requirement  2) Develop creative ways to attract the right people for the available opportunities  3) Ability to recruit the sense of urgency

## CORE STRENGTHS

- An effective communicator with excellent interpersonal & relationship building skills.
- Possess a flexible, learning & detail-oriented attitude.
- I am professionally aimed at constant up gradation of my career with emphasis on hard work & to derive satisfaction from it.
- Excellent communicator with ability to work under pressure.
- HR Management
- Training & Development
- Induction & Separation
- Screening & Shortlisting

## CERTIFICATION IF ANY

- Pursued basic level Excel Course
- Completed first level of Japanese course (2018)

## COMPUTER SKILLS

- C and C++
- Operating system known Microsoft Windows
- Proficient in basic use of MS Office

## ACHIEVEMENTS (ACADEMIC & PROFESSIONAL)

- Won 1<sup>st</sup> prize in group dance in college Fresher's Day Celebration'17
- Won 2<sup>nd</sup> prize in Theme Walk in college fresher's Day Celebration'17
- Won 2<sup>nd</sup> prize in group song in College Annual day Celebration'18
- Won 1<sup>st</sup> prize in group theme walk in National Integration Day'18
- Won 2<sup>nd</sup> prize in Nachley in Rotary event'18
- Participation in various Sports & cultural activities at school & college level
- Ranked 5<sup>th</sup> in under graduate (BscIT)

## EXTRA CURRICULUM ACTIVITIES

- Volunteer at the Decennial Week Celebration'17
- Held Quiz as a member of Literary Committee
- Member of a Rotract club

## HOBBIES

- Dancing
- Cooking
- Travelling

## PERSONAL PROFILE

Father's Name	MR. DEBASHISH DEY
Date of Birth	2 <sup>ND</sup> JANUARY, 1996
Nationality	Indian
Gender	FEMALE
Marital Status	SINGLE
Languages Known	HINDI, ENGLISH, BENGALI and ASSAMESE
Sports	BASKETBALL, BADMINTON
Valid Passport	Yes

## REFERENCES

Available on request.