

# ARPITA DAS

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**Career Objective:** Seeking a job opportunity where learning opportunities in the area of human resources could be utilised.

## **Work Experience:**

### 1. Organisation: Tata Consultancy Services

Designation: Business Analyst

Duration: June 2013 - August 2015

Key Result Areas:

- Planning and monitoring
- Eliciting, customising and simplifying requirements

Learning derived:

- Data modelling
- Working of FMCG industries from an analyst's perspective
- Indenturing new approaches for a particular problem
- Prioritising projects

### 2. Organisation: Indiabulls Housing Finance Limited

Designation: Management Trainee - Credit

Duration: May 2018 - November 2018

Key Result Areas:

- Assessing customer's credibility

Learning derived:

- Working of Non Banking Financial Companies
- Various types of frauds associated with this particular sector
- Interdependence of various departments

### 3. Organisation: Johnson Controls Hitachi Air Conditioning India Ltd.

Designation: Management Trainee - Human Resource's

Duration: November 2018 - Present

Key Result Areas:

- Recruitment
- On boarding
- Employee engagement
- Diversity & Inclusion

## **Summer Internship (MBA)**

Organisation: Banco Products India Limited

Duration: 14 weeks (21st February 2017 - 26th May 2017)

Project Undertaken: New Product Development and its significance for the organisation

Learning:

- Understanding of automotive radiator industry
- Various concepts of marketing like Industrial marketing and Indirect marketing

- Stock management module of SAP

### **Skills and proficiency:**

- Base SAS (Statistical Analytical System)  
Basic procedures and data manipulation  
Proc SQL
- Unix and Linux
- Stock management module of SAP (Systems, Applications and Products)

### **Educational Qualifications:**

S r . No.	Name of Course	Specialisation	Name of University / College	Percentage / CGPA	Year of Passing
1	MBA	Marketing and Human Resources	ICFAI University Jaipur	8.33	2018
2	B.Com.	Accountancy	M.S. University of Baroda	45%	2013
3	HSC	Commerce	GSHSEB	66%	2010
4	SSC	--	CBSE	61%	2008

### **Certifications and Achievements:**

- Certificate of Appreciation for demonstrating Nielsen Values Reward and Recognition Program
- Certificate of Social Service for creating awareness and assisting in raising funds for the elderly by Help Age India
- Certificate and Letter of Appreciation for successful completion of internship from Banco Products India Limited, Vadodara
- Certificate of Merit and Participation in Carpe Diem 2017 competition held at IBS Jaipur

### **Personality traits:**

- Flexibility and adaptability
- Self-motivated and open to learn new things
- Resilience

### **Interests:**

- Reading
- Listening music
- Painting
- Travelling

### **Personal Details:**

Father's Name: Rabindranath Das

Permanent Address: A/10, the Gold City, beside Gold Square, nr. Tarsali Bypass,  
Tarsali, Vadodara 390009

Languages Known: English, Hindi, Bengali and Gujarati

Nationality: Indian