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#### CAREER OBJECTIVE:

Using my managerial as well as communication skills to effectively work for an organization and nurturing my skills & knowledge through organizational experience and value addition towards the organization I work for

ACADEMIC CREDENTIALS:			
Qualification	Institution/University	Percentage/CGPA	Year
PGPM (Major-Human Resources, Minor- Marketing)	ICFAI Business School- Mumbai	6.35	2019-21
BBA	Techno India College, Kolkata	7.08	2015-2018
HSC	IGMHS, Kolkata	74.5	2015
SSC	Delhi Public School, Jamshedpur	6.8	2013

CERTIFICATIONS
<ul style="list-style-type: none"> <li>➤ HR Analytics</li> <li>➤ Digital Marketing</li> </ul>

SUMMER INTERNSHIP PROJECT: Sports 365
<b>Project Title:</b> Analysis of Sales Management, Consumer behaviour and Engaging skills in Developing Business.
<b>Work Involved:</b> <ul style="list-style-type: none"> <li>➤ Direct Selling- Selling of company's in-house manufacturing product to the local market of Bengaluru</li> <li>➤ Human Resource- Creating spread sheet for all the interns containing bank details</li> <li>➤ Project on adding new product to the company portfolio</li> <li>➤ Project research on the marathons of 6 major cities and finding out best marathon for sponsoring</li> </ul>

Additional Projects Undertaken:
<ul style="list-style-type: none"> <li>➤ <b>Live Project – ABC Consultant</b> <span style="float: right;">Sep,2020-Nov,2020</span> <ul style="list-style-type: none"> <li>○ Work on Talent Mapping for Executive and Senior level management</li> </ul> </li> <li>➤ <b>Summer Intern-</b> Leverage Capital Pvt Ltd, Kolkata <span style="float: right;">May, 2017- June 2017</span> <ul style="list-style-type: none"> <li>○ Interned as executive in a capital investment company, preliminarily going through detailed project reports to assess the prospects of the business model</li> <li>○ Preparation of projections, cashflow, and presentation for business models &amp; projects</li> </ul> </li> <li>➤ <b>Winter Intern-</b> Leverage Capital Pvt Ltd, Kolkata <span style="float: right;">Dec, 2016- Jan 2017</span> <ul style="list-style-type: none"> <li>○ Monitoring as well as maintaining basic HR activities in terms of employee database.</li> </ul> </li> </ul>

#### WORK EXPERIENCE:

**Company Name: Leverage Capital Pvt Ltd**

June 2018- Nov 2018

**Profile : HR Executive**

Work Involved:

- Sourcing and Screening the profile of candidate and interview techniques
- Facilitating interviews & conducting basic profile interviews- physically or telephonic
- Developing HR policies for employees & organizing training
- Introduction of employee development programs and motivation/ reward policies

**Company Name: Maven Infotech**

Dec 2018- Feb 2018

**Profile : HR Recruiter**

Work Involved:

- Sourcing and Screening the profile of candidates as per the Job Description
- Looking for Candidates through different portal like LinkedIn & other conventional recruitment platform
- Preliminary screening, Telephonic Interviews
- Following up with selected candidates regarding joining status
- Identifying & inducting graduating candidates for BPO through walk-in

**COMPUTER LITERACY:**

- MS Office (Word, Excel, Access, PowerPoint)

**CO-CURRICULAR ACTIVITIES:**

- Co-Head of Synergy HR club of IBS Mumbai
- Choreography Head of Envogue The Fashion Club of IBS Mumbai
- Anti-Ragging Committee Member (Head member of Anti-Ragging Committee)
- Fulgurous Dance Group (Create a dance team of BBA department with a team of 21 member)
- Associate, Entrepreneurship Cell (Participated in Startup Weekend Competition of 3 days organized by Techstar startup weekends at IIM, Joka, Kolkata)

**LINGUISTIC PROFICIENCY:**

English, Hindi

**HOBBIES & INTERESTS:**

- Dancing
- Cooking
- Sketching