


# Manisha Chatterjee

– Human Resource Associate


 Pune, India, 411207

It's crucial to have the ability to multitask, create relationships, and communicate effectively in business if you want to work in human resources, and I possess all of them.



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## EXPERIENCES


 2021, Nov - 2022, Oct, **Human Resource Cum Back Office Administrator**


 Activities Pvt. Ltd.

Handled client calls, made estimates using excel & designed with Corel software. Managed files for the company's branding, payroll process, and payment and compensation rate.


 2019, Oct - 2021, Aug, **Assistant Human Resource Manager**  
 P4J Pvt. Ltd

Maintained in-touch with employees, monitored data, job analysis, hiring practices, performance management, payroll practices, labor laws, and the L&D department. In addition to identifying aspirants for CASA Sales officers.

 2017, Jun - 2018, Mar, **Human Resource Executive(Internship)**

 ITM edutech Pvt. Ltd

I set meetings with potential choices from sites as LinkedIn, Naukri etc. was working as an HR intern. I also answered calls and emails. In need to college grads to begin careers with ICICI Bank. I also urged them to enlist in the Sales Traineeship.

 2014, Jun - 2016, Feb, **Recruiter Trainee**

 Kiran Group of Industry,

I was keeping the firm information, scheduling consultants, attending to candidate Résumés, acquiring references, researching, and managing incoming calls and concerns.

## ACHIEVEMENTS


 2014 - Apr, **Performer of the year**

 D.A.V College


In my college, I hosted a modest event. There were lots of applications, and I had to select one. To make it successful, my team consisted of 20 people.

## ACADEMICS

 2022, **HRM Specialization Course**

 Intershala


Passed with 75%.

 2014 - 2016, **M.A**

 Karnatak University

Pursued Psychology, passed with 72% score.


## ACADEMICS

 2011 - 2014, **B.A (Hons.)**


 D.A.V College


Pursued Psychology, and passed with 78.25% score.

 2009 - 2011, **Higher Secondary**

 Subhasini Balika Siskhalaya, WBCHSE

Passed with 62.25% score.


 2009 - 2011, **Secondary**

 Subhasini Balika Siskhalaya, WBBSE

Passed with 68.85% score.

## CERTIFICATION

 2021 - Q1, **Basics of Computer**

 West Bengal Government

MS Excel, MS Word, MS Powerpoint, DOS, HTML .

## SKILLS

- ★ Talent acquisition
- ★ Business communication
- ★ ATS
- ★ HRMS
- ★ CRM
- ★ SAP
- ★ PMS
- ★ Corel draw
- ★ MS Office
- ★ Email marketing

## ACADEMIC PROJECTS

- ★ Recruitment management
  - Sourcing
  - Recruitment key competencies and tools
  - Salary structure design

## INTERESTS

 **Counselling, Network Building**

## LANGUAGES KNOWN

 **English**  **Bengali**  **Hindi**