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| **TRISHA SINGHA ROY**  **DOB:** 13.01.1996, **Gender:** Female  **E-mail:** [trishasingharoy19@gmail.com](mailto:trishasingharoy19@gmail.com) **Contact No.:** + 918622039849  **Address:** 16/E Chandmari, Barrackpore, Kolkata – 700 122 | | | | | |
| **ACADEMIC QUALIFICATION** | | | | | |
|  | **Year** | **Examination** | **Institute** | **Board/University** | **Percentage** |
|  | 2020 | PGPBM + M B A (HR ) | Bengal Institute of Business Studie s | V.U. + PGPB M | 65%+6 7% |
|  | 2017 | B. Sc(H) | Barrac kpore Rastra guru Surendra na th | W.B.S.U. | 49.5% |
| College |
|  | 2014 | XII | St. Augusti ne ’s Day School, Barrac kpore | I.S.C. | 65.75% |
|  | 2012 | X | St. Augustine ’s Day School, Barrac k pore | I.C.S.E . | 67.80% |
| **PROFESSIONAL EXPERIENCE**  **Organization - DELHIVERY LOGISTICS, KOLKATA**  **DESIGNATION: HRBP Associate – Site HR (First Mile Gateway Operation - West Bengal) – (10th October,2020 to till present)**  KEY RESPONSIBILITIES:   * Recruitment of On-Roll Employees for West Bengal through Naukri. * Onboarding of East On-Roll Employees. * Coordinating with vendors for hiring Off-Roll Employees. * Handling more than 2000 employees * Administer all staffing initiatives and employee relations such as identifying understaffing, handling conflicts and coordinating Staff termination decisions. * Training employees. * Coordinating with Operation teams and vendors for Adhoc and other manpower issues. * Handling G-sheets. * Travelling to other facilities and do quarterly R&R in different working centers. * Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations. * Prepared JD for Gateway operation. * Engaging employees in different activities.   **Organization – CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED, KOLKATA**  **DESIGNATION: Associate – Learning and development and recruitment (e-learning – LMS) (30th August,2019 to 9th October,2020)**  **KEY RESPONSIBILITIES:**   * + End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.   -Screening: short listing candidates   * + Have experience in Learning Management system (LMS).   + Have worked in the tool “ CORNERSTONE ON DEMAND “ for creation and reversion of the LO training (Material, ILT, Videos, WBT and Test).   + Have worked in Service Now for assigning tickets to the team members and also working on the traintrax tickets for creation and reversion request.   + Worked with different types of project like deal with bulk request creation of training and also deal with bulk of sign in sheet.   + Every month Ideal with around 700-800 train trax request and also complete it in 5 days SLA period.   + Also have worked on reviewing the tickets of others.   + Have to interact with different customers from different parts of the world for various purposes. | | | | | |



# SUMMER INTERNSHIP

Organization – **MEDICA SUPERSPECIALITY HOSPITAL, KOLKATA**

DESIGNATION: Recruiter for 2 Months

**KEY RESPONSIBILITIES:**

* Learnedabout recruitment process and how the job is delegating the able person.
* Assisting and coordinating in daily HR activities, including interacting with managers of other departments
* Collecting, scanning, and sorting job applications for candidate and calling deserving candidates for interviews
* Helping in preparing identify cards,kit, log id and passwords of new hires.
* Welcoming guests and visitors and escorting them to the concernedtables.
* Maintaining database by entering, verifying and backing up date.
* Making Negative letter payment for the resigned employees.

# KEY PROJECTS

* + **Summer Internship:** Completed summer internship in HR Recruitment and payroll and also intermediate in MS Office from Medica Superspeciality Hospital in Kolkata.
  + **State Level Seminar:** Participated in a state level seminar on development of personality from different school of thoughts organized by IQAC
  + **Psychometric Training Program:** Completed psychometric training programs from Psychogenesis Research Foundation on Psychometric Test Module.

**KEY STRENGTH:** Communication/ Co-operation & Co-ordination/ Promptness & Sincerity/ Positive Attitude/ Smart Work/ Team Work.

**TECHNICAL SKILLS:** MS Office and basic Internet operations

# ACHIEVEMENTS

* + Elected as a Student Council Member in school
  + Achieved prizes in the field of sports, public speaking competition, teamchallenge.
  + Organized and attended various seminars.

# OTHER INTEREST

* + Dancing
  + Cooking

Date:

risha Singha Roy

Signature