

# BIBEK SABAT

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## SUMMARY

Results-oriented HR and Administrator with a proven track record of delivering outstanding outcomes. Proficient in the use of artificial intelligence (AI-tools), strategic project management, and team leadership. Seeking a challenging executive role to leverage technical expertise and drive individual excellence.

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## WORK EXPERIENCE

**Sr. Officer - HR Department (JSW BPSL)** **Sept 2023- Dec 2024**

- Spearheaded the implementation of AI-driven HR systems, resulting in a 30% increase in recruitment efficiency and a 25% reduction in employee turnover.
- Oversaw post-joining formalities and induction programs for new joiners.
- Developed and executed employee training programs, enhancing skill sets and improving performance across all departments.

**HR - Human Resource & Administration (MENTECH)** **Mar 2022 - Aug 2023**

- Conducted detailed analysis of HR metrics, providing insights that informed strategic decision-making.
- Assisted in the development and implementation of HR policies and procedures, enhancing company's efficiency.
- Collaborated with department heads to identify and address training needs, facilitating professional growth.

**Freelancer** **Feb 2019 - Present**

- Built and maintained eCommerce websites, driving sales growth.
- Coordinated and managed freelance team projects, ensuring timely delivery.
- Provided comprehensive graphic design services, including posters, logos, intros, animated videos, and websites, enhancing brand visibility and engagement for diverse clients.

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## EDUCATION

**Batchelor In Computer Application** **Sep 2020 - Oct 2023**

**Sambalpur University - Imperial College (Bargarh)**

- Specialization in Advanced AI, Data structures and algorithms, Web development, Software engineering, Database management systems.

**Diploma in Computer Applications** **Mar 2020 - Aug 2021**

**AICPE (All India Council for professional Excellence)**

- Relevant coursework in Structural & Functional Computer Application

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## ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Structural Analysis, Artificial intelligence , Human Resource, DBMS,
- **Awards/Activities:** Received the "Employee of the Year" Award for outstanding contributions to Company's Growth, Mentech
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- **Creative Hobbies:** Activities such as painting, writing, music, or photography can demonstrate creativity, attention to detail, and the ability to think outside the box.