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Kolkata, IN

Archisman Sarkar

Human Resource Management



SUMMARY

Self-driven, detail-oriented human resources professional with enriched experience of developing and enhancing employee onboarding and orientation processes. Successfully collaborated with all departments to create a 100% virtual onboarding for new hires. An outstanding problem solver with an eagerness to learn. Excellent communicator and effective team leader who thrives in a deadline driven environment. Able to manage both internal and external relationships with appropriate sense of urgency and courtesy.

EDUCATION

MBA in Human Resource Management

Jun '21 - May '23

Institute of Management, Nirma University

Ahmedabad, IN

• Course modules:

- Organisational Behaviour | Business Statistics | Economics | Information Management System
- Recruitment & Selection | Labour Law | Financial Management | Marketing Management
- Performance Management | Compensation Management | Training & Development
- Human Resource Management | Advanced Human Resource Management: Employee Acquisition

B.Sc in Chemistry

Jun '18 - May '21

Kalinga University

Raipur, IN

• Course modules:

- Organic & Inorganic Chemistry | Botany | Zoology

INTERSHIPS

Human Resource Intern

Apr '22 - Jun '22

Zydus Cadila Healthcare Ltd.

Ahmedabad, IN

Career Development & Succession Planning

- **Understanding** the Succession Planning & its objectives, **Importance** of Succession Planning in an Organisation, **Processes required** for Succession Planning
- Gained hands-on experience in developing, implementing, and maintaining **internal Critical talents & roles**
- **Recruitment** Process & Employee **Onboarding**
- Gained hands-on experience on **Darwinbox Zydus Connect 2.0** as HRIS systems & Human Resource Analytics tools i.e. **PowerBI, SAP**
- Detected and **tracked** several investigations and **inconsistencies** in the **Training & Development** program

Human Resource Intern

Dec '21 - Feb '22

Arvind Textile Ltd.

Ahmedabad, IN

- Attendance & Email Management.
- Verification & Screening of Resumes.
- Recruitment Process & Employee Onboarding.
- Talent Acquisition & HR policies.
- HRIS systems & Human Resource Analytics.
- Assisted with administration and operations of the HR department for a fast-paced retail business. Helped interview and onboard new employees.
- At a manufacturing firm, organised company events, including Fun Fridays and impromptu employee gatherings.

Project Intern

Sep '21 - Oct '21

Steel Authority of India Limited (SAIL)

Kolkata, IN

- Working as a **Project Intern** at Steel Authority of India Limited on **Training Needs Analysis**
- **Training Needs Analysis** of Steel Authority of India
- **Comparative TNA Report** on SAIL GSRTC INDIAN-RAILWAY

Key Activities

- Attended **Behavioral Process Laboratory** Workshop conducted by **Indian Society for Applied Behavioral Science** at **IMNU, Ahmedabad** | Sep '21
- Attended **Competency Mapping & Assessment Centres** Workshop by **Academy of Human Resources Development (AHRD)** at **IMNU, Ahmedabad** | Dec '21
- Participated in an event named **Mental Health Effects of the COVID-19 Pandemic** conducted by **HARVARD MEDICAL SCHOOL** | June '21
- Participated in an event regarding spreading awareness during the **COVID** pandemic conducted by **WHO** | June '21
- Award for Successfully qualified Round-1 of **Quizophile** conducted by **IIM, Calcutta**

KEY SKILLS

- **Organisation Theory**
- **Recruitment & Selection**
- **Human-Resource Analytics**
- **MS Office**
- **Employee Training-Development**
- **Occupational Safety**
- **Employment Law**
- **Recruitment & Onboarding**
- **Organisational Communication**
- **Developing Training Programs**

VOLUNTEER EXPERIENCE

- Collaborated with an **NGO Relief India Trust** for a social cause | Aug '13 - till now - Present
- **Student Coordinator** of Club **XQuizIT, The Knowledge Hub** of IMNU | Aug '21 - Present

CERTIFICATIONS

- **Critical Thinking for Better Judgement and Decision Making Course** | LinkedIn | June'21
- **Consumer Neuroscience & Neuromarketing** | Coursera | May'22
- **Induction to Amazon Elastic Compute Cloud(EC2)** by **Amazon India** | June' 21
- **Project Management Foundation Communications** | LinkedIn | June' 21
- **Certificate of Commitment** by **Central Vigilance Commission, Government of India** | June' 21

ADDITIONAL INFORMATION

- **Languages:** Hindi, English, Bengali
- **Interests:** Reading, Cycling and Blogging