

SOUMYASREE GHOSH ROY CHOWDHURY



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CAREER OBJECTIVE

To acquire a respected and challenging position in a prominent organization which helps in employing my newly acquired skills efficiently and offers professional growth and thus derive full satisfaction in discharging my duties and responsibilities. Naturally curious and committed to gaining and applying new expertise.

PROFILE

- Extensive knowledge in teaching and coaching English language and communications in coaching centre for more than 5 years.
- Conducting various types of engagement activities within team members for better communication, bonding & maintaining relation.
- Issuing appointment letter, confirmations letter, promotions letters.
- Conduct & initiate engagement activities, connect with the workforce.
- Experienced in onboarding and background checking.

KEY SKILLS

- Applicant Tracking Systems (ATS)
- Employee Life Cycle Management
- HR Metrics
- Recruitment
- Employee Engagement and Onboarding
- Employee Training & Development
- AI (ChatGPT) in Recruitment
- Design Thinking in HRM
- Performance Analysis
- SWOT Analysis
- MS-Excel for HRM and Payroll Management
- Salary Negotiation

EDUCATION

Course	Stream	Institution	Board / University	Marks	Duration
B.Ed	English	Sammilani Teachers' Training College	WBUTTEPA	8.61	2017-2019
MA	English	University of Calcutta (College Street Campus)	University of Calcutta	59.50%	2014-2016
BA(Hons.)	English	Sivanath Sastri College	University of Calcutta	58.12%	2011-2014

H.S.	Commerce	St.Johns Diocesan Girls High School	W.B.C.H.S.E.	76.80%	2011
SSC (10 th) (Madhyamik)	General	St.Johns Diocesan Girls High School	W.B.B.S.E.	76.25%	2009

TRAININGS AND CERTIFICATIONS

- Preparing to Manage Human Resources - University of Minnesota (Coursera)
- Ultimate HR Generalist and Human Resource Management Course (Udemy)

STRENGTH

- Excellent interpersonal skill
- Tolerant towards new ideas
- Disciplined and Analytical
- Problem-solving skill
- Ability to handle children of different age groups
- Expertise in using modern and new teaching methodology to explain difficult topics
- Positive attitude
- Self-motivation
- High levels of energy
- Flexibility

CORE COMPETENCIES

- A quick learner.
- Expert in holding team gathering and organise the work in a positive way.
- Adaptive mentality with a boundary of strong mind.
- Handling various academic activities conducted by school like sports, dance, drama etc.

AWARDS & ACCOLADE

- Reward of books and certificate for securing highest marks in English department in B.A(Hons.).
- Reward of books for securing highest marks in English in Madhyamik.
- Participated and secured prizes in various Dance competitions.

EXTRAMURAL ENGAGEMENT AND CO-CURRICULAR ACTIVITIES

- Mentoring and making one student, able for society with all help required.
- Participated in college Seminar Presentation and Poster Competition during graduation.
- Participated in Elocution and Essay Competition in Secondary and Higher Secondary Education.

INTERESTS

- Dancing
- Arts and craft
- Watching movies
- Listening music

- Photography
- Travelling

PERSONAL DETAILS

Date of Birth: 19th September 1992.
Address: 2/2, Aurobinda Road, Santoshpur, Jadavpur, Kolkata-700075.
Languages Known: English, Bengali and Hindi