

# Arijita Ghosh

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## Work Experience

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### **HR Manager**

Advance Care Solutions Limited - Kolkata, West Bengal

August 2023 to Present

Admin related and HR Activities

Payroll

Attendance

Recruitment

Administration

### **Gift Box Curator**

Evabot - Remote

October 2022 to June 2023

Order processing

Address label creation

Data Analysis

Operations

Inventory Management

### **Digital Marketing Manager**

Solutions HUB 360 Limited - Remote

April 2022 to October 2022

Recruitment and Selection

Salary Calculation

Ensuring proper distribution of work

Content Writing

Keyword Research

### **part time job**

SpecScale - Remote

February 2021 to February 2022

Content writing and Research

### **Private Tutor**

Self-practice - Kolkata, West Bengal

January 2014 to January 2021

Teaching subjects like MBA HR, Organizational Behavior, and Social Studies

Supporting Students

**HR Executive**

Advent Education Pvt. LTD. - Kolkata, West Bengal  
November 2012 to July 2014

Recruitment  
Salary Calculation  
Employee Engagement  
HR tasks like conducting interviews and exit formalities

**Education**

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**MBA in HR**

IEM - Kolkata, West Bengal  
July 2009 to July 2011

**Bachelor's degree in Geography Honours**

Rani Birla Girls' College - Kolkata, West Bengal  
March 2006 to March 2009

**Class 12 in Humanities**

Hariyana Vidya Mandir - Kolkata, West Bengal  
March 1995 to March 2006

**Skills / IT Skills**

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- Human resources
- Recruiting
- Communication skills
- Payroll
- Human resources management
- Talent acquisition