

# 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

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**Education****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

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**Skills / IT Skills**

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