

**SNEHA BHATTACHARJEE**  
9608121246  
snehabhattacharjee331@gmail.com



## OBJECTIVE

Seeking employment with a company where I can use my talents and skills to grow the company.

## SKILLS

Project Management

Communication Skills

Team Handling

Multitasking

Strategic planning

Time Management

Public Speaking

Leadership

Social media management

Problem Solving

## EXPERIENCE

**May 2018 - September 2021**

**Hr Executive**

**UVERTECH SOLUTION**

- \* Executive Team Management
- \* Initial Interview
- \* Sourcing
- \* Bulk hiring
- \* Recruitment

**November 2021 - February 2023**

**Hr Assitant Manager**

**KNOWLEDGE PARK**

- \* Sourcing
- \* Hiring
- \* Bulk Hiring
- \* Compliance
- \* Company policy and strategy management
- \* Maintain pay plan and benifit programs
- \* Offer letter and certificates making
- \* Employee relation management
- \* Attandance record

**March 2023 - January 2024**

**Hr Operation/ Manager**

**Augmintech Education**

- \* Recruitment
- \* Pf ESI
- \* Maintaining HRMS
- \* Compliance
- \* Onboarding process
- \* Off boarding process
- \* Attandance Record
- \* Employee Relation

**May 2024 - May 2025**

**HR Manager**

**S S ELECTRICAL**

- \* Recruitment
- \* Staff management
- \* Pf ESI

- \* Compliance
- \* Fund management
- \* Onboarding process
- \* Off boarding process
- \* Interview

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
SSC	Netaji Subhas public school ( CBSE )	7.8	2017
HSC	Netaji Subhas Public School ( CBSE )	6.1	2019
BJMC- BACHELORS IN JOURNALISM AND MASS COMMUNICATION	Parul University	7.2	2022
Basics In Computer	Rama Institute	8.2	2014
MBA	Chandigarh University	Persuing	Persuing

## ADDITIONAL PERSONAL INFO

Languages	HINDI ENGLISH BENGALI FRENCH- B2 LEVEL SPANISH- B1 LEVEL
Date of Birth	06/10/1999
Marital status	Single
Nationality	Indian
Religion	Hindu
Gender	Female

## CERTIFICATIONS

- Certification of Dance- Completion of 9 years of professional dancer from BHARTIYA KALA KENDRA Kerala in BHARATNATYAM, KATHAK.
- Certification of drawing - won multiple certificates in drawing from BHARTIYA KALA KENDRA West Bengal
- Certificate in Best Anchoring - Won multiple certificates in hosting and anchoring school and college programmes

## ACHIEVEMENTS

- Award in volleyball
- Medal in shot put
- Medal in javelin
- Award in debate
- Award in anchoring

## HOBBIES

- Reading
- Writing
- Communication
- Public speaking

- Anchoring
- Cricket
- Volleyball

#### DECLARATION & SIGN

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

A handwritten signature in black ink, appearing to read 'Sachin B', with a horizontal line underneath.