

SANJANA JHA

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CAREER OBJECTIVE

Seeking a challenging career in the field of human resource management, where I can utilize my knowledge and skills, and to become a part of the company's growth.

PROFESSIONAL QUALIFICATION

Completed Post Graduate Diploma in Management (**PGDM, 2021-2023**) in **HR & Marketing** from Kejriwal Institute of Management and Development Studies, Ranchi with 90%.

ACADEMIC QUALIFICATIONS

Degree	College/School	University/Board	Passing Year	Percentage/DGPA
Bachelor of Computer Application (BCA)	Bengal School of Technology & Management	MAKAUT University	2021	9.35 DGPA
Higher Secondary	Vivekananda English Academy	WBCHSE	2018	92.2%
Matriculation	Hindmotor High School (H.S)	WBBSE	2016	79.14%

WORK EXPERIENCE

- Completed SIP from Nimbus BPO from 01st June-31st July in HR on the topic "Job satisfaction of the Process Executives in the BPO sector with special reference to NimbusBPO Ranchi-1".
 - Performed all operational activities- Registration of ESIC, issuing Offer letter, warning letter, Experience letter, Relieving letter, PIP letter etc.
 - Filing of all the documents.
 - Maintaining records of Selected, hold and rejected candidates in Software, Excel and register.
 - Had experience of how to conduct and take interviews.
 - Grievance handling.
 - Providing HR remarks
- Joined as an **HR Executive in Nimbus BPO** from 01st August 2022 29th November 2023.
 - Onboarding.
 - PF/ESIC Registration
 - Filing challan sheet of PF and ESIC on respective portal.
 - Employee Relation activities.
 - Issuing all kind of letters from entry till exit.
 - Grievance handling.
 - Maintaining Master Database.
 - Arranging and conducting Induction.
 - Issuing Salary slips.
 - Working on payroll with payroll team

- Joined as an **Sr. Executive HR** in **FiveS Digital** from 15th Apr 2024 till date.
 - Making employees aware of various HR policies.
 - Maintaining Personal files, Personnel Records, and Confidential Records of all employees.
 - Employee Relation Activities (Fun Friday, Periodic Fun Activities, Birthday/Work Anniversary Mailer, etc.)
 - Scheduling Induction & Orientation. Explaining the Policies of the company during the time of Induction.
 - Handling employee grievances. Successfully addressing all forms of grievances. • Query Handling (Queries related to Salary, ESI, PF, Gratuity, Maternity, etc.)
 - Continuous updating of online HRMS software.
 - Conducting Skip and EWS with the employees.
 - Generating Various letters - Offer Letter, Appointment Letter, Confirmation Letter, Probation Letter, Contract Letter, Warning Letter, Termination Letter, etc.
 - Retention program with the employees. Developing and retaining strategies.
 - Attrition analysis.
 - Conducting exit interviews and procedure.
 - Performing IJPs.
 - Working on payroll inputs.
 - Making sure that the separate employee's accounts are cleared up within the specified period.
 - Helping employees to avail of various benefits available to them as and when required.
 - Handling the HR Audit.
 - Managing the medical insurance for employees.
 - Liaising with various branch offices to ensure smooth operations.
 - Maintaining Monthly Headcount, New Joiners, and Attrition reports.

PROJECTS UNDERTAKEN

1. MINOR PROJECT-
Warehouse Inventory Sales Purchase Using Python and Sqlite3.
2. MAJOR PROJECT-
Employee Payroll Management System Using Python and MySQL.
3. PROJECT REPORT on Industrial Visit at Medha Dairy.
4. PROJECT REPORT on Sebi Workshop.
5. PROJECT REPORT on Communication skills and creative writing.

AWARDS AND ACHIEVEMENTS

- Awarded certificate as Best BHR for 4 consecutive months in FiveS Digital.
- Awarded Certificate of Appreciation and as First Runner Up in Business Bazigar Quiz Competition held at Kejriwal Institute of Management and Development Studies, Ranchi on 23rd October 2021.
- Awarded Certificate of Participation by “OGMA TECH LAB” organized by Bengal School of Technology & Management in the year 2019.

- Awarded Certificate and memento from Vivekananda English Academy for achieving 1st rank in 2018.
- Awarded memento from village council (Panchayat) for achieving good marks in H.S in 2018.
- Awarded Certificate merit for completing Computer Basic Course in 2017.
- Awarded Certificate and memento from Vidyapati Samharak Manch for achieving good marks in matriculation in 2016.

CERTIFICATION

- Completed Computer basic course (Windows, MS-Word, MS-Excel, PowerPoint, MS- Access) during the period of 4th May 2017 to 3rd Nov 2017.

SEMINARS AND WORKSHOPS ATTENDED

- Attended a workshop on “Art of Effective Communication” held at Kejriwal Institute of Management and Development Studies, Ranchi on 28th December 2021.
- Attended one-day workshop on ‘Python Programming’ by “OGMA TECH LAB” organized by Bengal School of Technology & Management in the year 2019.
- Attended one-day workshop on ‘Basic Android Applications’ by “ARDENT COMPUTECH PVT LTD” organized by Bengal School of Technology & Management on 21st September 2019.

EXTRA-CURRICULAR ACTIVITIES

- Volunteered for Blood Donation Camp held at Kejriwal Institute of Management and Development Studies, Ranchi on 28th September 2021.
- Volunteered for JSCA International Stadium Complex, Ranchi as Covid Official on 19th November 2021.
- Participated in Drawing Competition in the year 2011.
- Played the role of Anchor in Women’s Empowerment Programme organized at KIMDS, Ranchi.
- Worked as a Team leader in many Presentations.

PERSONAL PROFILE

Date of Birth: 18th April 2000

Gender: Female

Languages Known: English, Hindi, Bengali and Maithili

Nationality: Indian

Father’s Name: Mr. Hare Kant Jha

Occupation: Serviceman

DECLARATION

I hereby declare that all the information provided is true to the best of my knowledge and belief.

Place: Kolkata

Sanjana Jha