

# **LIPI BHATTACHARJEE**

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## **CAREER OBJECTIVE:**

*To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.*

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## **PROFESSIONAL SYNOPSIS**

- ▶ *Result Oriented Professional possessing nearly 8+Years Experience in Career.*
- ▶ *Hardworking, Competent & Efficient.*
- ▶ *Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.*
- ▶ *Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.*

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## **COMPETENCIES:**

- *Professional Knowledge*
- *Man Power Planning*
- *Performance Management*
- *Data Management, Documenting, File Management*

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## **EMPLOYMENT SCAN:**

Name of the Company  
Designation  
Duration

*Sai Om Agro Private Limited  
Sr. HR and Admin Executive  
From January 2021 to till now*

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## **ROLES & RESPONSIBILITIES:**

- *Responsible to prepare monthly & daily attendance report*
- *Coordinate Meetings, appointments via google calendar and also arrange and share meeting links to all the participants and ensuring no conflicts occur.*
- *Doing administrative and clerical tasks (such as scanning or printing)*
- *Successfully planned and coordinated company events and teamwork activities.*
- *Screening resume for recruitment*
- *Taking interviews for HR Round and schedule interview for technical rounds*
- *Complete joining procedure and induction procedure*
- *Taking Initiatives to engage the staff to their work. Taking the surveys in order to understand their engagement level & accordingly take actions.*
- *Responsible to handle HRMS and also trained other employee about the usage of HRMS.*
- *Prepare salary Sheet*
- *Generate Pay Slips/ Salary Slips*

Name of the Company  
Designation  
Duration

*Susrut Eye Foundation & Research Centre  
HR Executive  
From April'2017 to December 2020.*

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## **ROLES & RESPONSIBILITIES:**

- *Responsible to prepare monthly & daily roster, training plan & assessment reports.*

- Prepare all the reports related to HR Dept.
- Understanding manpower requirement from other dept & sourcing candidates that match the desired skills.
- Screening the candidates by conducting telephonic or personal interviews and also arranging technical interview with the concerned person.
- Maintaining & updating the database of the candidates
- Issuing appointment letter for the selected candidates with brief working agreement & policies.
- Taking Initiatives to engage the staff to their work. Taking the surveys in order to understand their engagement level & accordingly take actions.
- Manage leaves, Stipend of trainees based on attendance.

Name of the Company  
Designation  
Duration

Susrut Eye Foundation & Research Centre  
Front Desk Operator, Floor In-charge  
From May'2013 to Sep'2013, Oct'2013 to Mar'2017.

#### **ROLES & RESPONSIBILITIES:**

- To work with operational team in planning, implementing & monitoring of all works related to our patients/patients kin.
- Direct Interact with patients & make sure to solve their issues, make feedback report.
- Assigned staff as per requirement on the floor for OPD & IPD management.
- Making Bill for OPD & IPD. Coordinate with Corporate & TPA Department for Cashless & Medclaim related issues.

Name of the Company  
Designation  
Duration

Sunrise Agro Projects India Ltd.  
Office In-charge.  
From April'2012 to August'2012

#### **ROLES & RESPONSIBILITIES:**

- Stock checking of all Agro based products.
- Co-ordinate with client & management to face to face interaction.

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#### **COMPUTER KNOWLEDGE:**

- ❖ Basic knowledge & Diploma in Desktop Publishing

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#### **PROFESSIONAL QUALIFICATION:**

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|---------|---|
| 2010-12 | Completed Masters in Bengali from Rabindra Bharati University with 52%. |
| 2006-09 | Completed Bachelor in Bengali from Calcutta University with 53%.        |

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#### **SCHOLASTICS:**

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|------|--|
| 2006 | Completed Higher Secondary Examination from Begum Rokeya Smriti Rashtriyo Balika Vidyalaya (W.B.C.H.S.E) Board, passed with 72% marks. |
| 2004 | Completed Secondary Examination from Bhagabati Devi Balika Bidyalaya (W.B.B.S.E) Board, passed with 64% marks.                         |
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**TECHNICALSKILLS:**

- Proficient in MS office
- Soft skill training in Patient Counseling.
- Attend Kaizen Workshop
- Attend 5 days workshop of ASQ India on HR Management.

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**STRENGTHS**

- ✓ Good Communication Skill.
- ✓ Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.
- ✓ Sincere & Hardworking.
- ✓ Comprehensive problem solving abilities.
- ✓ Good Leadership Skills.

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**HOBBIES:**

- ☐ Listening Music,
- ☐ Dancing.

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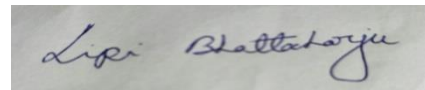
**PERSONAL DOSSIER:**

Date of Birth	:	05 <sup>th</sup> Jan'1988
Fathers Name	:	Chandan Bhattacharjee
Husbands Name	:	Deyotriyo Basu
Gender	:	Female
Marital Status	:	Married
Languages Known	:	Bengali , English, Hindi,
Address	:	26/37 Kaipukur Lane, Shibpur, Howrah - 711102

**Declaration** - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

Date: 01.12.2021

Place: HOWRAH



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(LIPi BHATTACHARJEE)