

CURRICULAM VITAE

PALLABI HAZARIKA

Address: house no. 42A, 2 no. Naoholia , near vikashika school Duliajan

Dist.- Dibrugarh

State- Assam (India), **Pin-** 786191

E-mail: pallavihaz22@gmail.com

Phone no.: 6003779197



CAREER OBJECTIVES

Want to make a long term career in a good organization where I will get the space to work. Growing with the organization and dedicating myself to my duties and responsibilities to the best of my abilities.

Standard	Name of the Institute	Board/ University	Specialisation	Year of Passing	Percentage
MBA	NERIM Group of Institution	Dibrugarh University	Marketing & Finance	2018	55%
B.com (Hons.)	Amity Collage of Commerce and Finance	Amity University (UGC)	HR & Finance	2015	51.8%
12 TH	Kendriya Vidyalaya Duliajan	CBSE	Commerce	2012	61.4%
10 th	Delhi Public School, Duliajan	CBSE		2010	62.7%

JOB EXPERIENCE

1. **“Sales and Marketing Executive”**(25th Feb,2019 to 31st may 2019) at

NANO INFORMATICS

Ulubari, Guwahati ASSAM, 781007

Job Role:

- a) Gathering new Clients
- b) Resolving issues of the clients
- c) Promoting & advertising Company's products & tools to the probable clients.
- d) Training & guiding interns with their projects.

2. **“Administrative officer”** (10th Nov, 2022 - present) at

PERRIL TECHNOLOGIES OPC PRIVATE LIMITED

Duliajan, Dibrugarh ASSAM, 786602

Job Role: Admin cum HR Officer

- a) Perform a variety of administrative tasks, including scheduling appointments, managing email and correspondence, and handling phone calls.
- b) Prepare and updating the company compliance.

- c) Prepare expense reports and manage budgets as required.
- d) Arranging training for Fresher or Trainee and follow up and scheduling them.
- e) Assigning daily task to Employee as suggested by the Director of the Company.
- f) Maintaining office Files and Databases.
- g) Filing and retrieving corporate records, documents, and reports.
- h) Emails & correspondence, internally and externally, replying on Director's behalf as may be required.
- i) Maintaining Employees Attendance, their Payroll and Benefits Administration.
- j) Roles of an HR of recruiting and hiring new employees.
- k) Creating new job posts & description for various hiring platforms like LinkedIn, indeed, social media platforms etc.
- l) Verification and managing new employees' documents and also managing and training them for the job role.
- m) Not limited to financial statements, reports, memos, invoices letters, and other documents.
- n) Handling basic bookkeeping tasks, Minute books.
- o) Filing and retrieving corporate records, documents, and reports.

PARTICIPATION OF COLLEGE EVENT

- Seminar on Digital Marketing organized by IIM CALCUTTA.

COMPUTER PROFICIENCY

- Proficient in MS Office.
- DTP
- HTML
- Tally ERP9
- GST

PROJECTS

- Summer internship project on the topic "Job Satisfaction In Contexts Executive Officers Of Assam Gas Company Ltd." during b.com (Hons.) 4th semester.
- Summer Internship project on the topic "Market Research and Client Satisfaction "At Exide Life Insurance Company" during MBA 3rd semester.
- Winter Internship project on the topic "Evaluation of Financial Position and Performance of AEGCL, Guwahati, With Reference To Financial Year 2014-15, 2015-16 and 2016-17" during MBA 4th semester.

KEY SKILLS

- Smart working, ability to get along well with people.
- Comprehensive problem solving abilities, excellent verbal and written communication ability to deal with people.

PERSONAL QUALITIES

- Ambitious, Hard working and well disciplined.
- Positive thinking, Self- motivated and Flexible
- Good communication skill
- Imaginative Mind & Cool Personality.

HOBBIES

- Travelling
- Painting

PERSONAL PROFILE

Father's name	:	Sri Biswajit Hazarika
Mother's name	:	Mrs. Pramila Hazarika
Date of Birth	:	22-02-1994
Gender	:	Female
Marital status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Languages known	:	English, Hindi, Assamese
Disability	:	Yes (Left Hand Disarmed from the wrist) - LD (65%)
Place	:	Duliajan, Assam

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



Pallabi hazarika