

# AGNIVO PAUL

D.O.B: 06-08-1996

Mobile: 9007291102

Email ID: agnivopaul@gmail.com

Permanent Address:

THE NOVEL

433 ROYNAGAR PLACE, PO BANSDRONI, KOLKATA 700070



## Area of interest

Human Capital Management

- 1.Labor Laws
- 2.Managerial & Labor Economics
- 3.Organizational Behavior
- 4.HR Analytics

## Academics

Completed Masters in Business Administration (Human Resource Management) **MBA(HRM)** from **IISWBM, Kolkata** under **Calcutta University** in **2021**

Completed **BBA(H)** from **Institute of Management Study (IMS)** under **MAKAUT** (formerly **West Bengal University of Technology**) in **2018**

Completed **Higher Secondary** from **The Heritage School, Kolkata** under **Council for Indian School Certificate Examination** in **2015**

Completed **Secondary** from **Maharishi Vidya Mandir, Kolkata** under **Council for Indian School Certificate Examination** in **2013**

## Other skill development

- Proficient with Microsoft Office Suite, including Word, Excel and PowerPoint in Windows 7/8/10
- Basic programming knowledge about C#, JAVA, BASIC
- Data base Management and programming for User interface development using SQL / PLSql

## Internship

- Done internship at ELECTROSTEEL STEELS LIMITED, Kolkata for 6 weeks on Sales & Distribution process understanding and new MIS mapping through SAP. Internship was done while pursuing BBA (Hons) in 2017
- Done internship at Ernst & Young (EY), Kolkata for 8 weeks in final year of MBA (HRM)
- Have an in-depth knowledge and insight regarding the various HR policies followed at EY and the integration of HR policies with the HRIS by EY at various levels regarding their recruitment strategies,

practices, policies and processes.

## Job assignment in current engagement

- I. Post completion of MBA 4<sup>th</sup> semester in September 2020 joined a startup IT company M/s Neovatic Technologies Pvt Ltd in Hyderabad as Executive-HR and operating in WFH mode. My area of functioning are as follows:
  1. Timesheet management of resources working in various client engagement and coordination with project managers for invoicing based on time sheet data
  2. Talent acquisition
    - a. CV churning following skill set specification needed for any project delivery from various job portals
    - b. First level screening and short listing of CV and sharing same with project leaders / managers
    - c. Contacting candidates short listed by Project Leads and scheduling interviews
    - d. Attendance Data compilation for monthly payroll processing
- II. Joined ELECTROSTEEL CASTINGS LIMITED on 7th February, 2022 as Executive in HR at its Khardah Works in Sukchar, North 24 Parganas, WB. My job roles are as follows:
  1. Creating and compiling Training Need Identification (TNI) Report for PMS review.
  2. Conducting reference checks of new joiners for the month.
  3. Creating and maintaining MIS reports in various of HR function include talent acquisition, PMS, Compensation, Skill inventory, monthly reporting on entry and exit count etc
  4. Creating & maintaining MIS reports of the Employee Health Checkups conducted periodically at HO, Camac Street, West Bengal & its associated plants.
  5. Have basic knowledge regarding the functional operations of the SAP HCM Module in S/4 HANA system.

I do hereby affirm that above mentioned facts are true to my knowledge and belief.

(AGNIVO PAUL)  
HR-Executive