

Udismita Sarma

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Experienced professional with over 7 years of experience in Banking and Finance Industry. Skilled in statutory compliance, database management, and HRMS tools. Demonstrated track record in team management, problem-solving, and communication. Detail-oriented and knowledgeable in employment laws. Ready to drive organizational growth with exceptional HR operations management skills.

CORE COMPETENCIES & SKILLS

Customer Relationship Management	Banking Operations	Core Banking
Human Resources Management System	Grievance Handling	HR Operations
Effective Communication	Analytical Skills	Problem Solving

WORK EXPERIENCE

Assistant Manager

BANK OF INDIA

Since Nov 2018 – Present

- Working as a subject matter expert focused on client due diligence, screening KYC Documents, liaising with all levels of management and other support areas to ensure efficient and accurate process for on boarding and revalidating clients.
- Automated Payroll and HR reporting using HRMS (Oracle PeopleSoft Software).
- Skilled in managing employee relations and serving as a consultant to managers and staff on HR matters
- Experienced in managing systems and databases to track and maintain employee information effectively.
- Maintained organizational databases of gross and net employee salaries.
- Knowledgeable about employment and labour laws, with the ability to ensure statutory compliance and maintain legal requirements.

Assistant

BANK OF INDIA

Aug 2016-Oct 2018

- Assisted customers with basic banking transactions; administered ATMs, Internet Banking, Mobile Banking, Point of Sale, and Mobile-Point of Sale transactions while handling technical aspects of banking.
- Participated in several activities, including DD/pay-order/RTGS/NEFT/IMPS, etc.
- Supported the investment and income tax functions, as well as TDS, by organizing spaces and materials, documenting discussions, and distributing meeting notes as needed as part of my responsibilities

HR Executive

Satyam Group of Industries

Mar 2016- Aug 2016

- Screened and short-listed candidates based on the requirements; negotiated salaries and finalized as per offer
- Organized new employee workspaces and updated employee files, administer leaves of absence, review annual performance reviews, and conducted co-op separations.

INTERNSHIP

Indian Oil Corporation Limited, Guwahati**Jun 2015-Jul 2015****Intern**

- Helped in profiling, selection, and salary matching for mid-level management positions
- Steered the telephone/in-person interaction with potential candidates to determine their suitability and obtain initial information on salary, availability, etc.
- Led the reference and background checks, interviewed and selected employees while creating/dispatching offers and on boarding packages

EDUCATION**MBA (Marketing & HR)**

Department of Business Administration, Gauhati University, 2015

B.Tech (Electronics and Communications Engineering)

Institute of Science and Technology, Gauhati University, 2013

TECHNICAL SKILLS

- Well versed with Finacle 7/10, Oracle PeopleSoft, SAP-BO, and Microsoft Office

PERSONAL DETAILSDate of Birth: 21st March 1991

Languages Known: English and Hindi

Address: Kolkata