



GD

GULPUCH DAS

MBA WITH HR & ADMIN

OBJECTIVE

Seeking to Scale New Heights of Success every day with Innovative and Dedicated approach to leave a mark of excellence towards Organizational and Professional development.

SKILLS

- **HR Admin**
- **HR operation**
- **HR Recruiting**
- **Co-ordinating**

TECHNICAL SKILLS

- **MS Office**
- **Adobe Photoshop**

EXPERIENCE

Working with DHFL as Co-ordinator in Fixed Deposit department from 26th July, 2018 to 12th February, 2019

- Opening of FD (Fresh| Renewal) files or withdrawal of bonds as per customer requirements.
- Respond to complaints from customers and give after-sales support when requested.
- Bridge a gap between Client| Distributor and company.
- Ensure the adequacy of sales-related equipment or material
- Handle the processing of all orders with accuracy and timeliness.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Prepare daily, monthly reports and send it to the Head Office.
- Co-ordinate and Co-operate with all the Distributors, Clients, Sales Team, Management etc.
- Often create leads and convince the clients as per requirement.

Working with Darshan Academy as Co-ordinator in Admin dept. from 02nd April, 2014 to 10th July 2018

- Handle the entire back office, file maintaining and student counseling.
- Help the parents in admission process. Taking documents from them and verify.
- Keep all the records of staffs & students & forward to Head Office.
- Maintaining of stocks.
- Talk with different news paper agencies as well as companies for recruitment of candidates.
- Take 1st round of interview and do before and after formalities.
- Credential verification of the candidates from the existing companies.
- Plays a bridge between management and worker.
- Prepare daily, monthly reports and send it to the Head Office.
- Maintain diary, arrange meetings and appointments and provide reminders.
- Co-ordinate and Co-operate with all teachers, support staff etc.



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PROJECT

Summer training:

Project Title: Contract Management.

Company: **East Coast Railway.**

Bhubaneswar Branch, Odisha.

Time Period: 06. 09. 2009 to 22. 10. 2009

HUBBIES & INTRESTS

Cooking, Listening
Music, Photoshop

PERSONAL INFORMATION

- **DOB: 30th June, 1987**
- **Location: Bhubaneswar**
- **AADHAR No: 7899-7575-3123**
- **Gender: Female**
- **Marital Status: Married**

Working with Bhuvan Project Pvt Ltd as Officer, HR and Accounts from 11th May, 2012 till 20th March, 2014.

- Handle the entire back office and walk in vendors.
- Keeping media between company and employee.
- Taking the need of the employees and forwarded to the higher authority.
- Recruiting the manpower whenever there is need manpower for the company.
- Keeping all the records of employee and making salary sheet for them.
- Taking the financial details of the company.
- Handle the cash.
- Maintain stock record of the company.
- Preparing daily report and submit to the higher authority.
- Maintaining the expenses of office as accounts.
- Dealing with the customer.

Worked with SAN-THUS TECHNOLOGY as Office Manager from 20th January, 2011 to 10th May, 2012.

Worked with HP (Under the distributor of Karuna Management) as In-Shop Promoter (IOP) from 10th July, 2010 to 15th January, 2011.

EDUCATION

- **2008-10 : Master in Business Administration (MBA) with HR and Finance**
Specialization with CGPA of 6.7 (67%)
United School of Business and Management.
Bhubaneswar, Odisha.
Under Biju Pattnaik University of Technology
Rourkela, Odisha.
- **2004-07 : Bachelor of Arts (BA) passed with Philosophy Hon's.**
Distinction with 69%
Ramadevi Women's Autonomous College.
Bhubaneswar, Odisha.



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