**SANGITA MUKHERJEE**

**CV**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name**: Sangita Mukherjee |  |
| **Residential address**: Garia, Kolkata -700084 |  |
| **Mobile**: 9883440894 |  |
| **Email**: sangitamukherjee9219@gmail.com |  |
| **Date of Birth**: 07/02/1992 |  |

***CAREER OBJECTIVE***

******

To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest.

***EDUCATION***

******

|  |  |
| --- | --- |
| 2009-2013 | Bachelors in sociology honours from IGNOU. |
| 2007-2009 | Intermediate examination (12th) from Jharkhand Academic Council. |
| 2007 | Secondary examination (10th) from Jharkhand Academic Council. |

***WORK EXPERIENCE***

******

|  |  |
| --- | --- |
| 24th February 2016 – 23rd February 2017 | **Junior Phone Banking Officer** |
| (1 year) | **HDFC Bank**, Gillander house, NSC Bose Road, Kolkata 700001 |
|  |  Provide customer service - Resolve customer complaints over phone, Use telephones to reach out to customers and verify account information. Greet customers warmly and ascertain problem or reason for calling. Assist with placement of orders, refunds, or exchanges. |

|  |  |
| --- | --- |
|  Cross Selling | |
| i. | Credit card Loan |
| ii. | Personal Loan |
| iii. | House Loan |
| iv. | Auto Loan |
| v. | General Insurance |

|  |  |
| --- | --- |
| 1st March 2017 – 3rd March 2018 | **Lead HR – Talent acquisitions and Admin functions** |
| (1 year) | **Quantum the Leap**, 20/1, 2nd Floor, A. C. Avenue, Ballygunge Phari, Kolkata 700019 |
|  |  Talent acquisitions & Admin functions – Conduct and lead recruitment for the organization. Supports Admin and Payroll functions. Expert in handling mass recruitments on week in week out basis. Skilled in handling employee concerns and team distribution. End to end job portal handling (Times, Monster, Naukri etc.) along with mass mailers.  In terms of additional admin functional responsibility, assist with weekly payment management, Monthly timesheet tracking. |

|  |  |
| --- | --- |
|  Lead HR | |
| i. | Mass Recruitment |
| ii. | Job Posting |
| iii. | Mailers |
| iv. | Prospect Contact |
| v. | Payroll Control |
| vi. | Timesheet ownership |
| vii. | Resource Management |
| viii. | Team Building |

***SKILLS***

******

HR Functions, Admin Function, Talent Acquisition, Resource Management, Team Building, Cross selling, communication, 2year diploma in classical dance.

**Language Skills:** English, Hindi, Bengali (speaking, reading and writing skills).

**Hobbies :** Dancing, Music, Crafting, Communication.

**THANK YOU**