



SANGEETA ROY

CAREER OBJECTIVE

To apply skills in a competitive environment and achieve success by putting hard & smart work in the organization to grow. And I'm excellent team player with a proven ability to work proactively in a complex and busy office environment. I'm now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential

WORK EXPERIENCE

Day in Day out Technologies Pvt Ltd- 18th Feb, 2015 to till date

HR Executive

- Reviewing resumes from different portals i.e Monster, Times, Naukri
- Conducting 1st round of interviews of shortlisted candidates
- Communicating and explaining the organization's HR policies to the employees
- Handling the full and final settlement of the employees
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Facilitating newcomers joining formalities
- Preparing letters such as offer and confirmation letter
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers

Orange Consultancy Services- July 25th, 2014 to Nov 05, 2014

HR Trainee/Executive

- Sourcing profiles by visiting job portals, Screening and shortlisting candidates for employers to interview
- Conducting calls to candidate for scheduling time
- Matching candidates to jobs to build a pool of potential applicants
- Meeting targets for vacancies filled and people placed
- Identify the Competencies required and sourcing for hiring
- If selected, complete the documentation
- Keeping records of all candidate

EDUCATION

New Delhi Institute of Management - 2014

PGDM (HUMAN RESOURCE AND FINANCE)

Dispur College, under Gauhati University - 2011

Graduation (Full Time)

Icon Academy - 2008

10+2 or Below (Full Time)

H.S.L.C from Modern English School – 2006

Under SEBA Board

PROJECT REPORT

1. Summer Internship Project

Duration: 21st April, 2013 -25th June 2013

Title: HR Practices

Company name: Satya Groups

Location: Gurgaon

2. Live project

Duration: - 21st October, 2013 - 1st November, 2013

Company name: - KPMG

Location: - Gurgaon

CERTIFICATIONS

- SSC 2006
- Higher Secondary 2008
- Graduation 2011
- PGDM 2014

AREA OF INTEREST

- Human Resources Operations,
- Finance

EXTRA CURRICULAM ACTIVITIES

- Anchoring
- Organising events
- Brand war competition – 2012, in New Delhi Institute of Management

SKILLS

- Operating Systems
- Excel
- Word-office
- Written & Oral Presentation Skills
- Communication Skill
- Recruitment

PERSONAL INFORMATION

- | | |
|----------------------|--|
| • Father's Name- | Sushil Kumar Roy |
| • Mother's Name- | Kusum Roy |
| • Permanent Address- | H no-02, Jaminipath, Kahilipara, Guwahati-781019 |
| • Date of Birth- | 02/04/1989 |
| • Marital Status- | Unmarried |
| • Religion- | Hindu |
| • Email- | sangeeta.roy024@gmail.com |
| • Contact No- | +919811864270/8822869631 |

DECLARATION

I hereby declare that the above information is true to the best of my knowledge

Place-

You're sincerely

Date-

Sangeeta Roy