

# **Arpita Dey**

**Residence:** Flat-1, Vishwa Hsg Society, opp. Gurudwara, Sec-9A, Vashi, Navi Mumbai,  
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**Date of Birth:** 10<sup>th</sup> May, 1992

## **Objective**

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To secure a position with an organization where my academic experience and my skills will be appreciated and utilized to our symbiotic growth.

## **Work Experience**

Organization: Vedanta Ltd - Sesa Iron Ore (May 2015 till date)

Designation: Associate Manager

### **Responsibilities and roles in Corporate:**

1: Recruitment:

Recruitment of talents from Campus:

- Selection & Process management
- Planning and Conducting Induction Programs

2: Employee Engagement:

- Preparing Employee Engagement and Communication calendar for the Iron Ore Business.
- Designing and preparing HR News letters
- Arranging "Get together"/Fun events like football, Women's Day, Republic Day, Christmas Celebration etc. across the units.

3: Talent Management:

- Identifying the Star of the Business through Accelerated Competency Tracking and Up gradation Program .
- Creation of Talent Advisory Council to assess the IDP and help in nurturing talent.

4: Reward & Recognition:

- To reward and recognize employees who, through outstanding creativity and performance, bring improvements in the areas of "Best safety practices, Process Maximization, Cost Reduction, Quality Improvement, Capacity Utilization, Systems and Practices, Innovative ways of problem solving etc.".

5: Mentor- Mentee:

- Create a structured but informal platform for each employee to receive the necessary emotional support & nurturing through a Mentor, so as to effectively perform assigned roles.
- Ensure availability of a measurable process & adequate skills for mentors to deliver their role effectively.
- Ensure Mentor – Mentee meets every month.

- 6: Training & Development:
- Identification of Training needs.
  - Centrally Developing an Internal Training Calendar.
  - Organize & conduct Training programs.
  - Maintaining records of Man-days and Man-hours of each training every month.

**Responsibilities and roles in Unit:**

- Audit Preparations:
  - 5s Audit
  - IMS Audit
  - Asset Optimization
- Training & Development:
  - Identification of Training needs for the unit.
  - Developing an Internal Training Calendar for the unit.
  - Organize & conduct Trainings for both external as well as internal at the unit .
  - Maintaining records of Man-days and Man-hours of each training every month.
- Skill Matrix for Workmen:
  - To identify the gap in the skills and accordingly provide training support to workmen.
  - To upgrade the skills and the scores on monthly basis as per their upgradation in skill.
- Competency Mapping for staff :
  - To identify the competencies of the employee as per the job specifications.
  - To identify the gap in the skills and accordingly provide training support to staff.
- Performance Management:
  - Ensure employees undergo Annual Appraisal and Midyear appraisal process.
  - Ensure that one to one discussion between Appraiser and the Appraisee is conducted.
  - Implementation and assessing of Performance Improvement Plan for the Average and Below Average employees.
  - Conducting Monthly Review of the project given to new joinees.
- Employee Engagement:
  - Conducting internal employee engagement and communication calendar.
  - Execution of engagement initiatives in the unit.
- Manpower:  
Assessing shortage and surplus of manpower in the unit accordingly taking actions to fill the gap.

## Academics

Year	Degree	Institution	Percentage
2015	M.B.A (HR)	ICFAI University, IBS - Hyderabad	6.5 Grade
2013	Bachelor in Banking & Insurance- Mumbai University	SIES College, Navi Mumbai	71.5%
2010	HSCE, Maharashtra State Board	Tilak Junior College, Navi Mumbai	63.33%
2008	AISSE,CBSE	Lok Puram Public School	66.6%

## Leadership and Experience

- Appointed as Clan Mentor of the winning clan (Woodan)of Fresher's Festival, IBS Hyderabad 2013.
- Member of "Xpressionz" Theatre Society of IBS Hyderabad, 2013-2015 .
- Appointed as **Administration Head** of "SIESONS" – Annual Cultural Festival, SIES College of Arts, Science and Commerce, 2012-13.
- Appointed as **Alumni Secretary**, SIES College of Arts, Science and Commerce, 2012-13.
- Appointed as **Sponsorship Head** of "SYNERGY" – Banking and Insurance Festival SIES College of Arts, Science and Commerce, 2011-12.
- Member of **Student's Council**, SIES College of Arts, Science and Commerce, 2012-13.
- Member of **National Service Scheme**, SIES College of Arts, Science and Commerce, 2012-13

## Trainings and courses

- 3 months Summer Internship Program on **Employee Engagement and Recruitment and Selection** from FUTURE VALUE RETAIL, Mumbai, April - May, 2014.
- 1 month Internship on **Wealth Management** with YES Bank, Vashi, Navi Mumbai April-May'12
- 1 month Internship with YES Bank, Vashi, Navi Mumbai , May 2011
- Certification Course on **Tally ERP 4.0**.

## Projects

- Project on **Terrorism Finance** – Carried out research on how and where terrorist get the finance to fund and conduct their illegal activities.
- Project on **Pet Insurance** – Carried out research on the various types of pets being insured and to gain knowledge on pet insurance in India.
- Project on **Wealth Management** – Conducted a research on various type of investments and the role of a wealth manager in a financial institution.

### **Achievements**

- Awarded with **Bronze medal in Taekwondo.**
- Awarded with the **Best Leadership Award** by the **National Service Scheme** in SIES College of Arts, Science and Commerce

### **Other Knowledge and Skills**

- Well versed with MS Office
- People management
- Good at negotiation and persuasion
- Team player
- Accepting Challenges
- Languages known: English, Hindi and Bengali

### **Hobbies & Interests**

- Swimming, Travelling, Acting
- Drawing, Interior Decoration, Adventure Sports