

ABHISHEK SARMA

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EXECUTIVE SUMMARY

A final year MBA (HR) from Royal Global University; 8 weeks summer internship training at a renowned company. An organized individual who has the potentiality to work closely with various stakeholders at all levels. Good administration and theoretical knowledge of HR – Industrial Relations and Labour Law, Compensation Management and Performance Management.

CAREER OBJECTIVE

To seek a management position where in an effort I can utilize my academic knowledge, my skills to maintain productivity and quality of services and also contribute to fulfil the company's strategic requirements.

PROFESSIONAL EXPERIENCE

Worked in M/s Biman Debnath and Associates (CS Firm) at Guwahati, Assam for 5 months.

Work Contents

- assisted in e-filling of forms, preparation of notices, agendas and directors' report and preparation of minutes of Board meetings.
 - Enable clients to keep a track record of their details.
 - Assisted team in providing in data collection and providing solution to it.
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INTERNSHIP EXPERIENCE

Title: A study on performance management system and its implications with reference to NEEPCO (corporate office) at Shillong, Meghalaya.

Org.: North Eastern Electric Power Corporation Limited (NEEPCO) Shillong, Meghalaya.

Dept.: Performance Management Wing (HRD).

Objective: To draw comparison on performance management system among the following selected power sector industries (*THDC, SJVN and NEEPCO*) of India.
To explore the *effectiveness* and also undertake the *satisfaction* of employees on PMS at NEEPCO

Work Contents

- Understanding the cultural environment of NEEPCO Ltd (Corporate Office).
- Development of new policies and procedures (in relation to PMS) with relevant laws, policies etc.
- Understanding the various methods of PMS practiced in the organization.
- Ensure HR policies (in relation to PMS) are compliant to relevant legislation and verify it.
- Preparation of comparative statement, drafting agendas in relation to PMS report.
- Monitor employees' performance and reporting it to the managers.

- How to provide feedback to the employees in respect of scores obtained.

ACADEMICS

ASSAM ROYAL GLOBAL UNIVERSITY, GUWAHATI, ASSAM, INDIA

Master of Business Administration (MBA) – HR & Finance
(2018-2020). CGPA – 7.5 /10

ACADEMIC PROJECTS UNDERTAKEN

Presently working on my thesis/dissertation report as part of academic curriculum titled as: *A study on influence of psychological and social capital on innovative work behaviour of employees: A critical insight into the higher educational institutions of Assam*". (also working for the same for Paper Publication)

Presently also working on the internship title for Paper Publication.

Successfully designed an innovative business idea plan titled as *“Vertical farming – a solution to sustainable future.”*

Successfully designed my 2nd business plan titled as *“Delhi Paratha Corner – desi bite ka mazaana”*

GARDEN CITY COLLEGE, BANGALORE, KARNATAKA, INDIA

Bachelor of Commerce (B. Com) – Finance
(2007-2010). 66%

ADDITIONAL QUALIFICATION/TRAINING COURSE

Pursuing NISM Certification Course (Mutual Fund Distributors Series VA)

Successfully completed IT training under APTECH LIMITED

Successfully completed induction training under ICSI

TECHNICAL SKILLS

Proficiency in Office 365 and of SPSS Software for Research work

ACHIEVEMENTS/AWARDS

Won the 3rd Prize for Innovative Business Idea titled as *“Vertical Farming – a solution to sustainable future”*

Won the 3rd prize in business quiz conducted by Dept. of Management under Royal School of Business.

Achieved many prizes in painting competition held in different occasions.

Participated in GD, debates on rising issues.

Successfully presented an academic project on Performance Management in association with NEEPCO as a part of academic curriculum.

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.