

# RONIT EDWIN BARA



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## SKILLS

- a) A Team Player with Excellent Communication and Time Management Skills.
- b) Efficient Data Management and Problem Solving Skills.
- c) Resource Allocation Skills.
- d) Quantitative and Analytical Skills.
- e) Project Management Skills.
- f) Process Management and Optimization Skills
- g) Budgeting and Forecasting Skills.
- h) MS Office Suite (Excel, PowerPoint, Word, etc)
- i) Social media and job board platforms, such as LinkedIn, Glassdoor, Indeed, and Monster.

## OBJECTIVE

Seeking a dynamic and challenging role in operations and recruitment that leverages my proven skills in process optimization, talent acquisition, and strategic thinking to enhance organizational effectiveness and drive sustainable business success.

## EXPERIENCE

### Human Resource Intern

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- Supported HR team in recruitment: Sourced candidates, conducted initial interviews, and ensured smooth onboarding.
- Maintained accurate employee records and researched HR best practices.
- Organized training programs and provided administrative HR support.
- Collaborated across teams to improve internal communication and employee satisfaction.
- Analyzed HR data, created dashboards, and tracked key metrics.
- Conducted exit interviews to gather feedback for continuous improvement.

### Business Development Consultant

LIFEX Technologies India Private Limited.

- B2B Business Development Consultant with expertise in growth opportunities, client expansion, and lead generation.
- Significantly contributed to process optimization, streamlining internal operations for enhanced efficiency.
- Conducted thorough market research, identifying growth prospects, competitive trends, and client needs.
- Collaborated across functions to implement process improvements aligned with strategic goals.
- Continuously improved business development strategies, emphasizing process efficiency, scalability, and lead generation.

## EDUCATION

Bachelor's in Business Administration

2020-2023

Presidency University

10th and 12th (COMPUTER SCIENCE) 2018 and 2020 respectively.  
St. Patrick's Higher Secondary School Asansol.