



TRIDIP SHARMA

Result-driven entry level professional targeting assignments
in HR / Marketing Operations
with an organization of repute

Profile Summary

- MBA Professional with **over 1 year** of experience & in-depth knowledge of Marketing & HR Operations
- Previously associated with a Project on under e-Panchayat Mission Mode Project & RGPSA under Govt. of India
- Successfully completed certification in SAP End User Training, Tally ERP 9.0, VB6 and MS SQL Server 2005
- Insightful knowledge of the academic concepts and their applicability in the practical world
- Fruitful combination of academic expertise and professional capabilities inherent in the working style leading to peer recognition at various occasions
- Energetic & self-motivating personnel initiated to prove at various academic projects and curiosity to hone the expertise by attending regular seminars & workshops
- Research oriented with the ability to cope with internal as well as external changes as per requirements from time to time
- Good written & verbal communication skills, hard working, good team player and a proven ability to supervise and act independently in projects within domain areas if required

Knowledge Purview

Corporate Social Responsibility

Recruitment and Selection

Performance Appraisal

Training and Development

HR Operations

Negotiation

Strategic HRM

Industrial Relations

Project Management

Service Marketing

Employment Details

Aug'13-May'14 with e-Panchayat Mission, Mode Project & RGPSA, Govt. of India as District Project Manager

Key Result Areas:

- Operated on the e-Panchayat Mission Software Modules, and recorded data in the software
- Attended meetings regularly and reported the distribution of funds offered by the Govt.
- Reviewed progress of the project and reported the same to the Govt. of Assam

Highlights:

- Liaised with corporate and Govt. offices like UNICEF, SIRD & DRDA
- Received and managed funding from Govt. worth crores

Dec'12-Feb'13 with Auto-loan Dept. HDFC Bank, Dibrugarh as Tele-Sales Executive/Sales Co-coordinator

Key Result Areas:

- Mapped customer requirements, provided customized products and delivered technical presentations; liaised with internal teams for closing the deal
- Implemented aggressive sales plans and ensured sales quotas were met while surpassing client service
- Identified & networked with prospective key stakeholders, generated business from the existing accounts, achieved profitability and increased sales growth

Highlights:

- Communicated with clients and merchants to improve and develop business relationships cordially, in addition to maintaining constant follow-up on their feedback
- Prepared client surveys for sales projects; evaluated several areas of improvements in current sales techniques

Academic Details

2017 MBA in Marketing & HR from **GIMT, Guwahati, Assam Science & Technology University** with **63.74%**
2010 B.Sc. in IT from **Centre for Computer Studies, Dibrugarh University** with **65.89%**
2006 H.S.S.L.C. (Science) from **Salt Brook Academy, Dibrugarh (AHSEC)** with **58.4%**
2004 H.S.L.C. from **Don Bosco High School, Dibrugarh, SEBA** with **80.5%**

Other Course:

- Diploma in Computer Applications (MS-Office, Windows) (Govt. Regd.) in 2007

IT Skills

Operating System: Windows 98, XP, Vista, 7, 8, 10, Server 2003, Server 2008, Linux,

Programming Languages: C, C++, Core JAVA, VB6.0, SQL Server 2005, SQL / ORACLE 8i, ASP, HTML, JavaScript & .NET Framework

Training & Certifications

- Training in SIRD, Khannapara Guwahati for 'PlanPlus & Actionsoft' in 2014
- Certificate Course in SAP End User Training (ERP Software) in 2013
- Certificate in Computer Hardware and Networking from Indian Institute of Entrepreneurship, Guwahati in 2012
- Certificate Course in Tally ERP 9.0 from NIIT Dibrugarh Centre in 2011
- Certificate course on VB6 and MS SQL Server 2005 (Govt. Regd.) from Precision Computers in 2010

Internship

Title: A study of Skill Development for Youth Empowerment by iMSDI – A CSR project of IOCL (AOD), Digboi

Period: Jun'16-Jul'16

Role:

- Surveyed students training
- Audited the centre for well-being of students

Industrial Visit

- Hindustan Coca-Cola plant in Byrnihat, Shillong during my MBA program

Projects

- Final Project on Green Human Resource Management: A Review & Research Agenda in MBA
- Minor Project on Bank Management System (Frontend: VB 6.0, Backend: MS-Access) in B.Sc. (IT)
- Major Project on Greenleaf Management System for Beheating Tea Estate, Dibrugarh (Frontend: VB 6.0, Backend: MS-Access)

Workshop

- Workshop on Computer Application in Social Science Research organized by Dept. of Business Administration GIMT in 2017

Personal Details

Date of Birth: 20th September 1987

Languages Known: Assamese, Hindi and English

Permanent Address: C/o- Prabhat Kr. Sharma, West Milan Nagar, L Lane, House No.34, P.O- C.R. Building, Dibrugarh-786003, Assam