

SAMARPITA CHATTERJEE

PERSONAL DATA

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PROFESSIONAL EXPERIENCE

HR BUSINESS PARTNER – TALENT MANAGER (06/11/2020 – Present)

COGNIZANT TECHNOLOGY SOLUTIONS

Business Management
Employee Connects
Handling disciplinary & grievance cases
Attrition Management
Database Management & Dashboard MIS

SENIOR PROCESS EXECUTIVE (28/06/17 – 05/11/2020)

COGNIZANT TECHNOLOGY SOLUTIONS

Working as the pilot batch of new transition of Direct Marketing project.
Creating documentation during the KT of new transition as a delivery team.
Cross skilled in few other sub processes in Digital Media Advertising.
Classifying and adding attributes for each of the ads in the client database.
Part of the project engagement team; coordinating multiple employee engagement activities.

SCHOOL COORDINATOR (01/12/15 – 16/06/17)

PLUTO MONTESSORI SCHOOL

Recruiting, interviewing and training eligible candidates.
Meeting monthly targets of admission of new students.
Acting as a facilitator in school, able to translate the school's vision of creative learning into practical implementation.
Taking overall responsibility of the school program and project management, delegating extensively across the school and ensuring that responsibilities are understood by all.

INTERNSHIP (17/09/14 – 27/10/14)

TTIS (THE TELEGRAPH IN SCHOOLS)

Going through different articles and write ups sent by school students.
Editing the necessary portions and printing them in the editorial column of the newspaper.

EDUCATION

BHARATIYA VIDYA BHAVAN

Diploma in Public Relations (2015 – 2016)

UNIVERSITY OF CALCUTTA

71%

BA Honours in Communicative English (2012 – 2015)

G.D.BIRLA CENTER FOR EDUCATION

70%

ISC (2011 – 2012)

G.D.BIRLA CENTER FOR EDUCATION

82%

ICSE (2009 - 2010)

81%

PERSONAL ACHIEVEMENTS AND CERTIFICATES

- Received a recognition from CTS for spearheading high performance and quality in the year 2018
- Received a recognition from CTS for exemplary focus on performance in the year 2018
- Completed 5th year (Senior diploma) in painting from Bharatiya Sangeet Parishad
- Completed 4th year (Senior diploma) in Kathak Dance from Prayag Sangeet Samiti, Allahabad