

SMITARANI SATAPATHY

HR Manager

From sourcing qualified candidates to administering benefits, my focus through my career has been on attracting and retaining the best talent. An enthusiastic team player who strives to contribute best practice, standards compliant approaches wherever possible. Having total 6.3 years of work experience, which includes 4.3years' experience in HR Generalist profile and 2 years of experience in IT industry.



Smita.satapathy7@gmail.com

8249718725

Noida

WORK EXPERIENCE

HR Manager

Allin Info Systems Pvt Ltd

08/2019 - Present, Noida

Website Designing Company

Talent Acquisition, Onboarding employee, Payroll processing, Statutory compliances, Employment engagement, Performance Appraisal, HRMS, Training & Development, Update Policies

Contact: 093131 32789

Asst HR manager

Radicle IT solutions

02/2017 - 07/2019, Hyderabad

Software Development Company

In house Recruitment, Attendance Management, PMS, Induction prog, Conduct Disciplinary actions, Maintaining employee records, PF & ESI, Update policies, Employment Recreation & Engagement

Contact: 040 - 69902266 - HR Dept

IT Security Analyst

IBM, Bangalore

03/2015 - 12/2016,

Software Company

Security compliance Team, NCI Raising, CIRAT, Health checking of Servers, Patch Management, IBM big fix tool, Server activation

CERTIFICATES

- Prevention of Sexual exploitation and abuse (Unicef)
- Communication and Interpersonal Skill
- People Analytics.(Coursera)
- Human Resource Management Capstone. (Coursera)
- Managing Employee Performance

EDUCATION

| Degree | Institution | Year | Percentage |
|--|----------------------------------|------|------------|
| PGDHRM | SCDL,Pune | 2020 | 75% |
| B.TECH Applied Electronics & Instrumentation | BPUT, Odisha | 2013 | 7.2 CGPA |
| 12th (C.B.S.E) | Kendriya Vidyalaya, Berhampur | 2008 | 61% |
| 10th (C.B.S.E) | Kendriya Vidyalaya, Berhampur | 2006 | 83% |

SKILLS

Communication skills, Negotiation Skill
Empathetic Skills, Analytical Driven & Oriented
Perseverance & motivated, Administrative expert
HRMS Knowledge and Expertise
Decision Making skills, Teamwork,
HR Policies & SOPs Updation

HONOR AWARDS

- Star Performer, (06/2017 - 07/2017)
(Radicle IT solutions)
- College Placement coordinator,
- Participated in all India Youth Parliament
- Qualified in TGS,(Army) from College

VOLUNTEER EXPERIENCE

HelpAge India member Organization

08/2004 - 04/2008, Berhampur

Part of Food Distribution Camp
(covid period)

LANGUAGES

English,Hindi,Odiya

INTERESTS

Reading Books, Dancing, Swimming, Listening to Music, Exploring Scifi movies

PERSONAL DETAILS

Marital status—Married

DOB- 13.06.1990

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