

Ankan Ghosh

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SUMMARY

Looking forward to apply my abilities in appropriate position & grow with in the company & give my best input move towards achieving company's objective. I'm able to handle multiple task on daily basis & committed to learning & self-development so that I can consistently achieve better results. I always think outside the box. I prefer smart work and hard work.

EXPERIENCE

Human Resource Apprenticeship Trainee

Pran Beverage India Pvt Ltd

June 2024 - Present, Kolkata

- Responsible for recruitment processes, including posting job openings, screening resumes, and scheduling interviews.
- Supported onboarding activities for new hires, ensuring a smooth transition into the company.
- Provide Induction & orientation training for new hire employees.
- Maintained employee records and updated HR databases with accurate information in HRIS.
- Prepare of HR reports and presentations.
- Conduct employee engagement initiatives and company events.
- Conducted research on HR best practices and current employment laws.
- Assisted in the coordination and implementation of training programs.
- Handled employee inquiries.
- Supported HR team in various administrative tasks and special projects.

Human Resource Intern (Letter of recommendation achiever)

Oil And Natural Gas Corporation Ltd(ONGC)

June 2023 - August 2023, Kolkata

- Recruit Blue & White collar Employee.
- Update ONGC's internal databases with new employee information, including contact details & employment forms.
- Prepare HR-related reports as needed.
- Address employee queries about benefits.
- Organize company events and career days.
- CSR JOB RESPONSIBILITY-
- Developing and executing CSR programs, as well as conducting periodic program reviews to assess outcomes & effectiveness.
- Acting as the focal point for the Company's CSR initiatives in the Company's operation area and building relationships with community partners and key stakeholders.
- Staying abreast of relevant research and trends in the areas of focus and promoting best practices.
- Promoting employee volunteering initiatives in coordination with internal stakeholders.
- Driving budget & monitoring spending to deliver results in line with planned objectives.
- Working with marketing and PR teams to drive internal engagement and promote storytelling

Social Media Marketing Intern

Confederation Empowerment Initiative

December 2022 - February 2023, Remote

- Monitored Facebook, Instagram, Twitter & other Social Media Platforms to build Customer connections.
- Following on growing Social Media presence through engaging content & using data & customer insight to guide the process.
- Manages the company's Social media account & posts content.
- Utilized Twitter & Facebook to promote products, services & content.
- Brainstorm campaign Ideas.
- Engaging & fundraising.

Key Account Manager

Bharti Airtel Ltd

March 2021 - September 2021, Haldia

- Identified New Business opportunities & leads for key accounts.
- Cultivated client loyalty through consistent quality, productivity, exemplary service & proactive management.
- Sell the data connectivity, voice & messaging collaboration, cyber security & enterprise mobility.
- Key Account analysis. Provide the service of the client's account.
- Co-ordinate the pre-sells & post-sales follow up.
- Monitoring market trends & providing regular competitor feedback

PROJECTS

Exploring the power of external corporate social responsibility(CSR): evaluating the impact on employees' organizational identification at ONGC,MBA Basin Kolkata.

Oil And Natural Gas Corporation Ltd (ONGC) • June 2023 - August 2023

- Evaluated the impact of external corporate social responsibility on employees' organizational identification by conducting surveys and interviews, analyzing data and developing inferences.

People's need, demand, want

Bharatiya Vidyabhavan Institute Of Management Science (BIMS) • March 2023 - May 2023

- Conducted surveys among customers to understand their needs, demands, and wants, analyzed feedback from all surveys and used the data to develop strategies that addressed customer needs.

EDUCATION

Post GraduateDiploma Management in Industrial Relsations and Personnel Management

- Bharatiya Vidyabhavan Institute Of Management Science • Kolkata • 2024 • 72.29 %

Master Of Business Administration (MBA) in Human Resource Management

Minor in Marketing • Bharatiya Vidyabhavan Institute Of Management Science • Kolkata • 2024 • 7.31

Bachelor of Technology in Mechanical(Automobile) Engineering

Kalinga Institute Of Industrial Technology(KIIT University) • Bhubaneswar • 2020 • 6.88

INVOLVEMENT

Student Vice-president

Bharatiya Vidyabhavan Institute Of Management Science • HR Club • Lensation Club • August 2022 - 2024

- Oversee and monitor the overall operation of the club and its activities.
- Organized and executed on-campus photography events.

Student Vice-president

Kalinga Institute Of Industrial Technology (KIIT University) • Pixel House • November 2017 - July 2020

- Oversee and coordinate all tasks associated with photography events.
- Make sure all necessary types of equipment are available at the club.

SKILLS

- Recruitment
- Training
- Customer Service
- CSR
- Employee Engagement
- Employee Services
- HR Compliance
- Customer Relationship Management
- Team Leadership
- Relationship Building
- MS Word
- MS Excel
- MS PowerPoint

