**UTTAM BHOWMIKTel.:** (Mobile) **09538097067Email:uttam80@gmail.com**

**To excel in the field of Client Relation & Corporate Marketing & Business Development and Human Resource by giving the best to the organization and to improve and broaden my skill set in order to ensure that I can continue to be an asset for the organization.**

**Synopsis**

* A focused **Human Resource Management and HR ADMINISTRATOR and** with strong understanding of subjects such as **Client Relation Management**, **Corporate Sales** and **Marketing**
* **2.8+years In HR Recruitment IT & Non- IT**
* **Total 6.3years’ experience in Corporate Client Relation & Marketing and Human Resource.**
* Corporate **Sales & Marketing and client relation management** in training & IT & Non-IT industry backed by strong leadership skill and **team handling** ability.
* **Responsibility for managing, implementing, acquiring and developing new business and partnership to increase sales and industry reach.**
* Maintaining relation with vendor and clients.
* **Responsibility for finding, acquiring, assessing and hiring candidates to fill roles that are required to meet Client Goal & fill Project requirement.**
* Coordinating **External Corporate Training** and Internal Training Programs.

**Work Experience**

**Samvid Global**

From Mar’12 to till date

**HR Executive**

**Role and Responsibility**

**HR Recruitment & Selection**

•Managing the complete recruitment life cycle for sourcing the best talent from diverse sources.

• Coordinating for release of advertisements in the media; posting jobs on Internet ,newspaper (TOI) and job portal Naukri, First NaukriEtc and float the requirements to Consultant.

• Conducting interviews, short listing resumes and arranging tests for selection of best candidates and post-selection induction of new recruits.

• Organizing all the documentation related to joining formalities and ensuring its due completion; managing all the correspondences related to confirmation of employees.

• Preparing MIS reports which includes various positions at corporate & plant level as &when required, training related information etc.

• Negotiating on compensation package with the short listed candidate and realizing the value of job to them.

**Database Management & follow-up:**

* Managing the database of candidates hired at different Project.
* Feedbacks of candidates regarding their performances in the project after their joining.
* Date of joining at their respective project.
* Co-ordinate with the candidate

**Salary Negotiation-**

* Salary negotiation with selected candidates.

**OAK Systems Pvt Ltd**

**Corporate Sales & HR Executive**  From March ’10 to Jan’12

**Role and Responsibility**

**Client Relation**

• Work with business to identify Recruitment & Training needs.

•Generate the Business and Sale the concept for IT training, Client Acquisition & Software solution.

•Responsible for finding, acquiring, assessing and hiring candidates to fill roles that are required to meet client goals

and fill project requirements.

• Responsible for acquiring and developing new business.

• Maintains relationship with the vendors & clients for current and future business prospects, Coordinate and visit clients

on a frequent basis.

•Manage & handle a team and responsible for improve the quality business.

•Coordination with the delivery team for smooth running of business processes.

•Responsible for managing, implementing, and deploying new business processes and partnerships to increase sales and industry reach.

•Maintaining the Clients Database and follow up with Clients.

•Manage team off-sites including identification of trainer, venue for off-site

•Conduct Training Sessions on IT Skills and Ensuring the Induction program schedules

• Improving the training quality and yield and timely reports on client templates

• Preparing & implementing the training calendar & Conduct the workshop on monthly basis.

• Obtain nominations by continuous follow-up with the parties concerned

**HR Recruitment & Selection**

•Managing the complete recruitment life cycle for sourcing the best talent from diverse sources.

• Coordinating for release of advertisements in the media; posting jobs on Internet ,newspaper (TOI, Vijay

Karnataka) and job portal Naukri, First NaukriEtc: Search Engine like careerage,Olx, SkillPages, job consultancy etc.

and float there requirements to Consultant.

• Conducting interviews, short listing resumes and arranging tests for selection of best candidates and post-

selection induction of new recruits.

• Organizing all the documentation related to joining formalities and ensuring its due completion; managing

all the correspondences related to confirmation of employees.

• Preparing MIS reports which includes various positions at corporate & plant level as &when required,

training related information etc.

• Negotiating on compensation package with the short listed candidate and realizing the value of job to

them.

•Managing the database of candidates hired at different Project and Feedbacks of candidates regarding their

performances in the project after their joining

**Database Management & follow-up:**

* Managing the database of candidates hired at different Client Project.
* Feedbacks of candidates regarding their performances in the project after their joining.
* Date of joining at their respective project.
* Co-ordinate with the candidate vis-�-vis and changes in date of joining as and when required.

**Salary Negotiation-**

* Salary negotiation with selected candidates.

**Head Hunting & Sourcing**

* Identifying specialized candidates involving scrutinizing, short listing, coordinating, scheduling interviews, pre-employment tests and reference checks.
* Verifying candidate’s educational background, work experience and career expectations.

**Team Handling –**

* Handling team and responsible for Client Coordination, Recruitment & Training.

**Technologies Handled**

* Operating System : Windows, Linux, Unix
* Language : C,C++,ADA
* Web Technologies : Core Java, J2EE, JDBC, JSP, EJB, Struts, Servlets, Web sphere.
* Testing : QTP, SDLC, RTOS, Win Runner, Load Rrunner, Manual Testing, HL7, Dicom, Silk,

RFT, Selenium, MATLAB, RTRT,DO-178B, LDRA.

* Banking Software : Finacle, FlexCube.
* Data warehousing : Informatica, Business Objects, DataStage, Cognos
* Scripting languages : Shell Scripting, Perl Scripting
* Data Base Administration: SQL/PL, DBA, Oracle APPS DBA

**Client Handle**

* ArisGloble Software Pvt Ltd
* Patni Computers
* Sun Quest
* BlueStar
* Novell Software(I) Let
* HCL Technologies
* Vmoksha Technologies Pvt. Ltd
* SAIC India Pvt ltd
* ZYME
* QSG
* DRDO (ADE, ADA,DARE,LDRA,CAIR etc)

**GDS Systems Pvt Ltd**

**Training Coordinator**  From Feb’07 – Feb’10

**Role and Responsibilities:**

•Generate the Business and Sale the concept for training.

• Work with business to identify training needs and sale the concepts.

• Responsible for acquiring and developing new business.

• Coordination with the delivery team for smooth running of business processes

•Identify and empanel freelance Trainers/Consultants using Various Sources (Internal Database, Naukri, Monster,

LinkedIn, referrals), venue for off-site.

• Getting the trainer evaluated by client and sending the evaluation report

• Working out training cost and formalize the deal with client  
• Freezing on the dates, contents and the deliverables of the training  
• Sending PO requests and getting all approvals and signatures & Collecting feedback on trainer & training and sharing

analysis   
• Maintains relationship with the vendors & clients for current and future business prospects, Co-ordinate

and visit clients on a frequent basis.

• Maintains relationship with the vendors - Maintains good relationship with clients, feedback form, MIS etc

• Maintaining the Clients Data base and follow up with Clients

• Conduct Training Sessions on IT Skills and Ensuring & Manage the Induction program schedules.

• Improving the training quality and yield and timely reports on client templates

**Client Handle**

* ArisGloble Software Pvt Ltd
* HCL Technologies
* Common gateway Interface
* Manhatten Associate
* Nous Infosystems
* Patni Computers
* Valtech Systems Pvt Ltd.

**Technologies Handled for Corporate Training**

* IBM Mainframe : DB2.
* Language : C,C++, MS.Net
* Web Technologies : Core Java, J2EE, JSP, EJB, Struts, Servlets, Web sphere.
* Data warehousing : Informatica, Business Objects, DataStage, Cognos
* Data Base Administration : SQL DBA, Oracle APPS DBA

**Academic Credentials**

Bachelor of computer Science from Oxford College of Science (Bangalore University), 2003

**IT Skills: Handling Official Work Using MS Office, Ubantu, Office XP etc.**

**Personal Dossier**

**Date of Birth :** 1st Jan 1980.

**Linguistic Abilities :** English, Hindi, Bengali & Assames

**Marital status** : Single.

**Place:**

**Date: UttamBhowmik**