**SOUMYA SUDESHNA BEHERA**

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**CAREER OBJECTIVE**

**Seeking top level assignments in Human Resources with a frontline organization of repute**

* Offering over 2 years of comprehensive human resource experience including, recruitments and retention, conflict resolution, change management and administration.
* Proven experience in collaborating with senior management to undertake Human Resource strategic planning in order to support and advance corporate goals.

**CORE COMPETENCIES**

~ Management Planning ~ Recruitment & Resourcing ~ Performance Management

~ Talent Management ~ Learning & Development ~ Coaching and Counselling ~ Culture Building ~ Employee Relations ~ Relationship Management

**ORGANIZATIONAL EXPERIENCE**

**Feb 2012 to Nov.2013 Prince International Health Care (P) ltd. Asst. Manager HR& Admin**

* Recruiting worker trainees and put them through SDP(Skill Development Program).
* Acquiring requisite talents with relevant domain knowledge in Executive and Managerial cadre as per plan.
* Putting in place a framework for workmen classification and gradation.
* Introduced HR initiatives to improve Employee engagement levels.
* Instituting various HR systems and HR processes.
* Client Dealing:-
* Building relation with existing client & also creating new.
* Follow-up with the Modern Retail Outlets, Hospitality Industries and Govt. departments, in respect of obtaining the purchase orders and payments.

**January 2011 to Sept 2011 East Hope Group HR Manager**

1. Administrations: -

* Attendance & Leave records
* Involved in issuing of offer letters, Experience letters and Relieving letters
* Conducting all joining formalities including employee briefing, maintaining personnel records of new recruited, appointment letters & setting salary structure.

1. Induction: -

* Conduct an induction program on his roles /responsibilities and the organization’s terms and conditions to the employees
* Upkeep of data, record of all the joining held and inducted.
* Planning and implementing activities for employee engagement.

1. Recruitments & Selection-

* Sourcing suitable candidates using primary source, resume databases.
* Screening and short-listing profiles taking initial telephonic interviews and scheduling the interviews of the short listed candidates.
* Taking the interviews.
* Providing optimum resources to the corporate within the specified timeframe.

1. Payroll :-

* Fixing salary & incentive structure of employee.
* Releasing the salary of employee.

**July 2010 to Dec 2010 Planet Solutions (Placement Consultancy) HR Recruiter**

**Career Path**

Joined as HR Recruiter in July 2010

Promoted as HR Executive in Oct. 2010

* Working on individual corporate assignments for providing manpower to their requirement needs, which includes activities ranging from sourcing of CV’s, short-listing of CV’s, scrutinizing the candidates by taking preliminary round of interview, coordinating candidates for interview, doing reference check on behalf of the client.
* Handling Banking Sectors.
* Expert in searching, by using various means like headhunting, employee references, networking and job sites.
* Interacting with clients on given assignments (arranging the interviews & line upping the candidates as per).
* Counselling and evaluating candidates as per the specification given.
* Validating candidates profile over the phone (for outstation candidates) or meeting them for the short-listing process, for assessing them, checking attitude, communication, accessibility, tech. and non-tech skills etc. for proper profile matching.
* Client coordination for interviews, joining, providing reports of their assignments.
* Handling Pre and post selection process like salary negotiation, offer letters, raising the bill to the clients.
* Preparing monthly reports, MIS reporting.
* Recruitment Targets are met in terms of numbers and quality of Professionals. Involved in sourcing to achieve wholesome business.

**SCHOLASTICS**

1. Completed **MBA** in DRIEMS-B-School as specialization in **Finance (major) & Human Resource (minor)** from year 2007-09 under BPUT Rourkela, Orissa.
2. Completed graduation from Angul Govt. College as **Economics** Honours in the year 2004-07 under **Utkal University**.
3. Completed **12th** in Arts stream from D.A.V. Public School, MCL, Jagannath Area in the year 2002-04 under **CBSE.**
4. Completed **10th** from Kendriya Vidyalaya, MCL, Dera in the year 2001-02 under **CBSE.**

**SUMMER PROJECT**

1. **Company name :** IDBI Bank Ltd. BBSR
2. **Project title : "**A study on Financial statement analysis of **IDBI Bank Ltd.”**
3. **Project duration :** 6 weeks from 1st JULY to 14th AUGUST 2008.

**NOTABLE ACHIEVEMENTS**

* Participated in **MHRT** (Mahatma Hansraj Regional Tournament) in **KHO-KHO** (2003) in Berhampur.
* **Odissi dancer** & collected awards in inter-school competition.
* Participated in sports & essay writing competition & also in school functions.
* Participated in **Romanthan** 2008-09 organized by DRIEMS B-School as a volunteer.
* Participated in **International Seminar** in BBSR organized by DRIEMS B-School.

**PERSONAL DETAILS**

**Date of Birth** **:** 11th June1986

**Permanent Address :** Qtr.no.-1B/152

At/Po- Balanda, Talcher

Behind Thana

Dist.-Angul, **Odisha**

**Sex :** Female

**Marital Status :** Single

**Language Known :** English, Hindi, Oriya, Bengali

**Hobbies & Interest :** Net Surfing, Dancing, Listening to music, Singing & Cooking.

**DATE :**

**PLACE: SOUMYA SUDESHNA BEHERA**