



# ASHMITA DAS

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## Work Experience

Gaotek Inc. HR Intern

Jun'23 - Sept'23

### Strategic HRM: Staffing, onboarding and engagement

#### Strategic Staffing

- Forecasted **staffing needs** by understanding internal changes & organizational requirements.
- Crafted and refined **5 job descriptions** by analysing vacancies to highlight specific **KSA** requirements

#### Recruitment

- Revitalized recruitment strategy, optimizing **job postings** and sourcing on LinkedIn, Naukri, and Internshala, leading to a **30% increase** in job applications and bolstering employer brand.
- Screened **180+ resumes** from a pool of **500+** for diverse roles, delivering personalized feedback to applicants' inquires and maintaining ongoing candidate engagement, optimizing recruitment efficiency
- Conducted **70+ candidate** interviews, utilizing evaluation techniques to assess job suitability.

#### Onboarding

- Facilitated onboarding of 25+ employees, ensuring smooth workplace integration and engagement.

#### Engagement

- Effectively designed & executed an employee **engagement survey** with an 85% response rate.
- Crafted a strategic report with concise, actionable recommendations from the survey findings.

#### Process Optimization

- Employed **ATS** to manage pipelines, streamline processes, centralize data, & facilitate team collaboration.
- Designed & documented **SOPs** for talent acquisition process, enabling knowledge circulation.

## Motilal Oswal Investment Services Ltd.

Summer Intern

Oct'20 - Dec'20

- Conducted secondary research on **Mutual funds** and the **stock market**.
- Worked closely with the **financial advisory** and monitored changes in share prices.
- Managed** and **Coordinated** tasks of the event.
- Prepared presentations and explained the **performance of different investments, policies, and fund strategies**.

## Project Deliverables

Project Name - **Mutual Fund Industry**

- Analysis** of open end and close end of stock share prices.
- Prepared** statistical reports about financial information.
- Review** of various funds, and share price calculation.
- Presented** the findings to all of the stakeholders.

## Position of responsibilities and achievements

- Team Lead** - Led a team of 3, during a college project on the mutual fund industry in 2020
- House Head** - House head in D.A.V Chandrasekhar in 2014-2015
- Green** belt in Judo **Karate** in 2012
- Podium** finishes in **international** and **national** Karate in 2012

## ABOUT ME

I am a hardworking and ambitious graduate seeking challenging position in a reputable organisation to expand and utilise my skills and knowledge for organisational growth. A fast learner with natural curiosity to evolve and broaden my horizon. Also a creative and a quick thinking individual with a bent towards communicating and building relationship.

## EDUCATION

- MASTERS IN FINANCE CONTROL**  
UTKAL UNIVERSITY, BJB AUTONOMOUS COLLEGE  
2019-2021
- BACHELOR IN COMMERCE (Accounting Honors)**  
RAVENSHAW UNIVERSITY CUTTUCK  
2015-2018
- DAV CHANDRASHEKARPUR, BHUBANESWAR**  
CLASS XII -2015
- TATA DAV PUBLIC SCHOOL, NOAMUNDI**  
CLASS X -2013

## SKILLS

- Microsoft Office
- Communication
- Collaborative
- Market Research
- Critical Thinking
- Decision Making
- Leadership

## INTERESTS

- Sports
- Fitness Training
- Dancing
- Social Work