



# PUNYATOYA DAS

91+ 8917326679

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Bhubaneswar, Odisha

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## WORK EXPERIENCE

### Indopadukam Private limited • HR Executive

MAY 2023 - OCT 2023

#### Responsibilities:

1. Recruitment and Onboarding:
  - Assisted in creating and posting job vacancies.
  - Screened resumes and applications.
  - Scheduled and participated in interviews.
  - Assisted in the new hire onboarding process, including paperwork and orientation.
2. HR Administration:
  - Maintained employee records and HR databases.
  - Assisted in updating and organizing HR documents and policies.
  - Helped with employee benefits
3. Employee Relations:
  - Aided in handling employee inquiries and concerns.
  - Assisted in conducting employee surveys and feedback sessions.
  - Collaborated with HR team to promote a positive work environment.
  - Performed other HR-related tasks as necessary.

### E square System and Technologies Private Limited • Account Executive

MAR 2022 - DEC 2022

#### Responsibilities:

- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Stayed up-to-date on emerging industry and product standards and trends to revitalize accounts.
- Identified system errors and applied established company policies and procedures to resolve issues.
- Collaborated with internal teams to develop account strategy.
- Maintained Cash Voucher, Purchase Invoice, Sales Invoice, Delivery Entry E way Billing on Tally.

### IIG Academy • HR Generalist

DEC 2021 - JAN 2022

- Handled candidates screening through their resumes.
- Arranged the interviews for candidates.
- Collected of all documents or certificates such as relieving letter and pay slip from the last employer, educational certificate, experience certificate from all employer letters, age proof, address proof, and photographs, etc.
- Generated offer letters doing joining formalities of candidates selected for our organization.
- Prepared daily attendance of employees and maintained the attendance register of employees daily.
- Grievance handling inside the organization.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing, and position management practices.

## EDUCATION

### Trident Academy of Creative Technology

2018 - 2020

MASTERS IN BUSINESS ADMINISTRATION

Finance and HR

Percentage: 71 %

### Biju Patnaik College, Bhubaneswar

2014 - 2017

B.Com

Percentage: 54.5%

### B.J.B College, Bhubaneswar

2012 - 2014

+2 Commerce

Percentage: 63%

## INTERNSHIPS

### Threatsys Technologies Pvt Ltd.

JAN 2023 - MAR 2023

Accountant and General Manager

- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Prepared monthly closings by creating journal entries and reconciling accounts.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.

## SKILLS

•: SAP FICO

•: Tally

•: BFSI

•: Microsoft Word, Excel, Powerpoint

- Arranged interviews for candidates after the resume screening process.
- PGDCA
- Oversaw and managed the hiring process and assisted human resources.
- Helped in a peaceful work environment by checking daily grievances in the organization.

## CERTIFICATIONS

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- SAP FICO

## DECLARATION

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I hereby declare that the details furnished in this CV are true to the best of my knowledge.

PUNYATOYA DAS