**TAPASI DAS**

**E-mailID:**tapasirituparna@gmail.com  **Cell:7377419660 / 7682903769/ 9938943562**

|  |  |
| --- | --- |
| C:\Users\91993\Desktop\Tapasi Das.jpeg  **MIDDLE LEVEL PROFESSIONAL**  Looking for effective HR profile in Recruitment, HRBP, Employee Life Cycle management in an organisation of repute, having more than 17 years of learning in Corporates and Academic Institutions. Adept in managing Talent acquisition, On-boarding, Time management for Payroll, Employee Life cycle management; Effective interaction / counselling to candidates; Using my marketing skill and increasing the brand value of the organisation through social media and digital marketing for quick adverting and good rating; Procurement of materials/vendor negotiation/ nomenclature/ inventory management; Sales of concept or product (online n offline)/Tele sales/ Team handling/ Corporate Affairs. | |
| C **Carrier Summary**     * A smart & innovative thinker with excellent communication skills,havingmore than 17 years of learning in Corporates and Academic Organisations. * Excellent inter-personal skills in analysis, ratings, forecasts and rigorous benchmarking of the business environment.  Key Responsibilities Handled  * HR– entire process of Talent Acquisition, Recruitment process management. * Employee Life Cycle management, HRBP – Maintenance of Personal files, PMS, Leave management, Time management. Payroll management, L&D, Employee Relations, etc. * Administrations - Procurement- Vendor prospecting, negotiation, Preparation of P.O., Follow up till delivery of material, Challan preparation, Payment. * CSR activity * Promotional activities of the organization like branding, strategy making etc. Print Media and Digital media contact, co-ordination. * Digital marketing - Telephonic contact, Email processing, Reply management, WhatsApp, etc. * Potential candidates lead generation - Data base collection, online leads follow-up, conversion. * Assist Chairman, Director and Principal of Institutes when needed. * Experience in Accounts department * Counsel prospective candidates to join Institutes and the entire relevant documentation process. * Exploring prospective clients, making presentation, Career counseling-beyond text book * Student affairs / Academic activities / Examination related activities   Works related B-School Survey-Rating by different agencies / Institutional membership/GB meeting/Academic Advisory committee meeting/ online work for approval of AICTE / University related documentation works etc.  **My Strengths**   * Strong Self – motivation, Remarkable analytical, logical skills * Capable to deliver the best under pressure by doing smart work.   **Work Experience**  **Vellik Tech Solutions (OPC) Pvt. Ltd.** (from April 2020 till date)     * Currently working as Area Sales Manager (Financial Operations), Merchant On boarding - Amazon Pay Project and Khatabook application Project for BBSR, Cuttack and Puri * OK credit for Haryana State. * Affiliate marketing for *IndusInd* Bank pan India.   **The Coders Nation**(from January to March 2020)   * Worked as Manager – Administration   **Shree Padmavati Engineers (India) Pvt. Ltd**.,(from September to December, 2019)   * Worked as In-charge (HR & Procurement)   **BIITM, Bhubaneswar** (from April 2015 to August 2019)   * Working as Asst.Prof. - HR cum Admission Counselor   **Srusti Academy of Management, BBSR** (from May, 2010 to December, 2014)   * Worked as Administrative Officer   **KIIT University, Bhubaneswar** (from January, 1998 to May,2010)   * Worked as Sr.in Registrar’s office, Central Examination Cell, KIIT’s and MCA Department * Jr. Asst. cum Steno cum PA to the Registrar   **Personal Details**  Date of Birth : 20th November 1974  Languages Known : English, Hindi, Oriya & Bengali  Marital Status : Married  Religion : Hinduism  Nationality : Indian  Address : Flat No-105, Block- A,  Oditech Green Appartment, Kalarahanga  : Patia, Bhubaneswar- 751024    Place: BBSR  Date:20-07-2020  (Tapasi Das) | **Core Competencies**     * HR - Recruitment * Administration * Office Management * Record Keeping * Documentation * Customer Service * Admission Counselor * Students Support Exe * Attendance & Dues monitoring * Career Counselor * Stress Management * Counseling & Psychology * Sales, Operation * Team handling * Concept selling * Strategy Maker * Brand building * Corporate liaison * Digital Marketing * Social Media Mktg. * Procurement * Vender negotiation   Academic Details   * Graduation   (Calcutta University)   * PGDCA * MBA (HR) * C S Management * Master in Re-Sale * Email/Affiliate/Social/   Online- Marketing   * Career Counseling & guidance * Counseling & Psychology * Stress Management * Digital Marketing * Basic of Journalism &   **Personal Details**  Mass Communication |
|  |  |