

**CAREER OBJECTIVES**

To secure a suitable position within an organization where I can get an opportunity to utilize my skills and work enthusiastically to achieve personal as well as organizational goal with devotion and hard work.

**CAREER SUMMARY/ CAREER PROFILE:**

I pursued Post Graduate Diploma in Management (PGDM) from Calcutta Business School (completed on 31st March 2015), an AICTE approved autonomous institute of repute in Kolkata, West Bengal. I am currently working as a Recruitment Consultant/ Corporate Business Development Executive at Nicco Ventures Ltd. (Kolkata). I am a hard working individual with an attitude to learn and very focused towards achieving my goal.

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:**

<b><u>Year</u></b>	<b><u>Degree / Certificate</u></b>	<b><u>Board / University</u></b>	<b><u>School / College / Institute</u></b>	<b><u>Subject studied / specialization</u></b>	<b><u>Marks / Grade obtained</u></b>
2015 (completed on 31 <sup>st</sup> march 2015)	PGDM	Autonomous AICTE approved	Calcutta Business School	Human Resources Major; Cluster of Marketing Management and Operations Management.	CGPA 8.41 out of 9
2013	B. Com	Utkal University	B.J.B Autonomous College.	Accounting (Hons)	74.27%
2010	Higher Secondary	ISC	Sacred Heart Convent School	Accounts, Economics, Business Studies.	90%
2008	Secondary	ICSC	Sacred Heart Convent School	General	84.2%

**SIGNIFICANT PROJECTS UNDERTAKEN DURING PGDM AND DURING UNDERGRADUATE STUDIES**

- **SUMMER INTERNSHIP PROJECT at Tata Steel Limited.**  
**Project Title:** –Critical Analysis of various HRM practices at Tata Steel with a special reference to Talent Management Process.  
**Key Responsibilities:** - 1) Study of various HRM practices with a special reference to Talent management, 2) Conducting and in depth interview to find out the importance of Talent management, 3) Analyzing the results of the interview, 4) Providing the recommendations.  
**Reports prepared for the purpose of PGDM course requirements-**
- **Business Process Analysis of Exide Industries, Haldia** – Studied the various processes, TQM implementation throughout the process, the existence of various quality circles and the importance of Kaizen.
- **Research Paper titled “ Critical analysis on KRBL ”**
  - ✓ Application of management concepts such as SWOT, Porter’s five forces analysis, Ansoff matrix and others.
  - ✓ Analyzing the financial health of the company through Ratio Analysis, Return on Capital Employed, RRE, and Created Shareholder Value.
  - ✓ Findings and recommendations.
- **Research paper-**

TITLE	AUTHOR	DESCRIPTION	CONFERENCE	DATE
“Critical Analysis of Challenges and Constraints of Talent Management- A Case Study conducted in select Indian Organizations”.	Namrata Guha, Co-authored by- Dr.Kankana Mukhopadhyay, Dr.Goutam Sengupta.	1) To find out the challenges and constraints of talent retention faced by some select Indian organizations. 2) Identification of predominant factors responsible for attrition. 3) To critically evaluate the impact of these parameters in retaining talent. 4) To analyze the gaps related to the existing talent retention models.	7th International conference on "Managing organizations of tomorrow by capitalizing Generation Next"	16th and 17 <sup>th</sup> January, 2015.

**Project reports prepared for the purpose of Bachelor degree course requirements-**

- **Project at JUSCO** (A Tata Enterprise) on Competency Mapping.
- Company Analysis of **LIJJAT PAPAD** – Studied the various aspects of the company in terms of financials, operations, market share and market strength, employment opportunities.

**WORK EXPERIENCE**

<b><u>NICCO VENTURES LIMITED</u></b>	
<b>Tenure</b>	: April 2015 – Till date
<b>Business Unit</b>	: Campus Services & Solutions (PAN India)
<b>Role</b>	: Business Development & Client Relation
<b>Team</b>	: Corporate Business Development
<b>Location</b>	: Kolkata

**KEY RESPONSIBILITIES-**

- Handling end to end recruitment process from client acquisition to process execution which involves negotiation support, job fitment, pre-interview screen, coordination, query handling & on-boarding formalities.
- Exploring, channelizing & collaborating the "Campus Recruitment Opportunities" from prospective recruiters towards the academia.
  - Enhancing the institute's visibility & providing opportunities to the candidates.
  - Recruitment event-management & services for new as well as existing clients.
- Market Research & Trend Analysis to understand market dynamics & look for new business opportunities.
- Periodic visits (PAN-India) for CRM activities with the existing clients & opting for valuable feedbacks for continual improvement.
- Adhering to the work compliances for hassle-free coordination & support towards our valued clients (Corporate houses / Engineering & Diploma Institutes )

### **PROFICIENCIES IN SOFTWARE/TOOLS TECHNOLOGIES:**

- MS-OFFICE ( MS-WORD, MS-EXCEL, MS-POWERPOINT)

### **EXTRA-CURRICULAR ACTIVITIES & OTHER INTERESTS:**

#### **POSITIONS HELD**

- Has been elected as the Chairperson of Zeron 2015 ( Calcutta Business School Annual Fest)
- Vice President of Jyoti (Jamshedpur Youth Organization for tomorrow's India) Club in 2009 – 2010.
- Class representative of Jyoti club for 2006-2007 and 2007-2008.
- Band leader during the year 2007-2008.

#### **ACHIEVEMENTS**

- Took part in various cultural competitions at inter school level.
- Completed junior diploma in painting.
- Won several prizes in elocution and quizzes.
- Active participation in inter and intra school and college fests like Spectra (model making competition), Splash (cultural fests), Rhapsody, Zeron (dance, street play), Equilibrium and others.

### **PERSONAL INFORMATION**

**Father's Name:** Mr. Arun Kumar Guha

**Date of Birth:** 24/ 06/ 1991

**Residence Telephone No:** 0657-6571828

**Languages known:**English, Hindi, and Bengali