RESUME

Arpita Bhowmik



Sodepur. North 24 parganas, pin code 700110

+91- 9681291586, 9804039075

E-Mail: [arpita01.hr@gmail.com](mailto:arpita01.hr@gmail.com)

Career Objective

To associate myself with an esteemed organization and face the challenges in the workplace by utilizing my educational accomplishments and competent skills and work hard towards achieving the goals of the organization. To become a knowledgeable professional and nurture myself with better understanding of corporate world.

Academic Credentials

* **MBA** in HR | DR. P.C. Mahalanabish School of Mgt. (SKFGI) WBUT University | 2013 |4thsem:- 8.38 YGPA:-8.06
* **BBA** in Finance| Ravenshaw University | 2011 | 61%
* **ISC** (Higher Secondary)| S.E.Rly Mixed Higher Secondary School, ISCE| 2008 |64%
* **ICSE** (Secondary)|S.E.Rly Mixed Higher Secondary School, ISCE|2006 |52%

Management Internship 

* Company: Ambuja Cements Ltd.
* Project: Motivational parameters of Ambuja Cements Ltd.
* Duration- 8 weeks
* Project details:
  + Analysis has been done by using five parameters of Maslow’s theory.
* Collecting primary and secondary data
  + Conducted survey by using questionnaire method which involves the employees of the organization.
  + After collecting the data graphical and statistical analysis has been done on the basis of their feedback.
  + Prepare report and recommend the human resource manager with certain solutions for the betterment and increasing the motivational level of the employees.

Organizational Experience

**Technopro Solution Pvt. Ltd.:**

**(International BPO&IT) HR Manager (2nd Nov to till date)**

**Job Responsibility:**

* Handling total recruitment cycle
* Handling total documentation and doing joining formalities.
* Coordinating with team leader for achieving team target.
* SolvingGrievances of team members
* Analyzing their performance on weekly and monthly basis.
* Handling employee relation and engagement part
* Preparing MIS Report on a daily and weekly basis
* Maintaining attendance and leave of the employees
* Implementing new policies for development of team and organization**.**
* Salary calculation and disbursement of salary and incentive**.**

**IPX CONSULTANTS LIMITED:**

**(Real Estate Marketing) HR Executive (13th January, 2015 to 31st October 2015)**

**Job responsibility:**

* Understanding the requirement/vacancy of the company
* Scheduling interviews and taking interviews
* Selecting candidate for different department
* Handling the documentation part
* Handling the joining formalities and also verification part
* Calculating the salary part
* Handling the Grievances of the employees
* Handling the exits formalities and taking exit interviews
* Maintaining the Attendance and leave record
* Preparing new target structure for sales team and also implementing them.
* Maintaining the file of new joinee’s, existing employee and ex-employee’s
* Analyzing the performance of the employee and implementing the growth of the employee.
* Handling the employee engagement and doing fun activities.

ABPS Technology Pvt. Ltd.

(International BPO) HR Executive (September, 03, 2013 to10th January, 2015)

Job Responsibilities:-

* Job posting in different job portals, sharing openings with consultants and conducting college campus interview.
* Short listing candidates for interview from various job portals. Conducting interview of the shortlisted candidate.
* Negotiating with candidate ,resolving typical and common hiring problem
* Plan, develop and implement strategy for HR management and development
* Monitoring the total recruitment process
* Inducting new Employees
* Administering of compensation & Benefits and incentives
* Designing and imparting training to employees
* Ensuring all personal day-to-day activities are performed in a timely and efficient manner
* Handling the issue and grievances
* Handling the attendance and leave record
* Ensuring the joining formalities of the employees
* Audit and authenticate all documents related to legal, salary statement and hr policies
* Implementing of HR policies and practices among employees.
* Handling the retention part
* Handling the exits formalities of employees
* Handling the customer as well as customer’s issue ( Marketing Part)
* Looking after the back office work.

Skills & Accomplishments: 

* Recruitment, Retention and controlling of Attrition rate, Grievances Handling, Performance Management, Leave Maintenance, Payroll Calculation, Team players, Employee Engagement, Training and Development.

**Computer Skills:**

* Proficient in Microsoft Office.
* Tally 7.2

Other details:

|  |  |
| --- | --- |
| **Personal details:**  Date of Birth: 09th July 1989  Nationality: Indian  Contact no:09681821586  Gender: Female  Marital Status: Single  Father’s Name: Mr. Aloke Kr. Bhowmik  Languages Known: English, Bengali, Hindi & Oriya  **Hobbies:**  Helping poor people  Planting of trees  Cooking | **Area of interest:**  HR Executive  HR generalist  Present Salary: 15000/- pm  Expected salary: Same or above  Notice period: Negotiable |

Declaration

I hereby declared that all information furnished above is true to the best of my knowledge and belief.

Date:

Place: kolkata (ARPITA BHOWMIK)