**BIBHUDUTTA SINGH**

Mobile: +918249044137

mailID:singh.bibhuduta@gmail.com

**Career Objective**

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**Core Skills & Competencies**

Induction, on boarding and joining formalities

Background Verification

Attendance

Performance Management

Employee engagement

Payroll Processing

Handling internal recruitment (IT and Non IT)

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **College/School** | **University** | **Marks (%)** | **Year** |
| Master of Business Administration | Rourkela Institute of Management Studies | Sambalpur University | CGPA – 6.60 | 2016 |
| Bachelor of Business Administration | Municipal college, Rourkela | Sambalpur University | 56% | 2014 |
| Standard XII | M.G.M English School, Rourkela | ICSE | 51% | 2011 |
| Standard X | Ispat English Medium School, Rourkela | ICSE | 52% | 2009 |

Professional Experience

* Company Name: Wisdom Bridge Management Consultant (From 20thJune 2017 to till date)
* Designation : HR Executive
* Roles and Responsibilities:
* Understanding the client’s and internal requirements for Organization.
* Sourcing and Screening profiles through job portals successfully and sourcing the right candidate according to the Job Specification.
* Analyzing candidate via telephone and gaining knowledge about their employment History, Skills, Education, Project Details, Current CTC, Expected CTC and Notice Period.
* Forwarding the interested candidate’s resume to clients.
* Following up with candidate until they join the Organization.
* Explaining the Roles and Responsibilities regarding HR Policy.
* Day to Day Attendance checking.
* Employee pay slips generation and Distribution.
* Preparing Promotions and Increments.
* Issuing warning letters, Termination letter for the concern staff and asking for their explanation.
* Conducting Exit Interviews, Employee full and final settlement, Relieving letter and Employee coordination.
* Solving the employee queries regarding Payroll, Attendance, HR Policies, Leave Details, Time sheets etc.

professional training

* During my training, I was given exposure to following areas.
* Manpower Planning,
* Recruitment & Selections, End-to-End Recruitment process. Hands on Experience on Job Portals i.e., Naukri / Monster with Sourcing Methodologies, Boolean Search, Screening, Short-listing of resume.
* Performance Management System: Evaluation, 360 degree Performance appraisal, Competency mapping, KRAand KPA.
* Employee Relations and Engagement.
* PF, ESI & PT: Statutory Acts, Rules, Procedures, Forms, Formats, Calculations &employee benefits.
* MSExcel.

PROJECT DETAILS

**MBA Topic: Analysis of customer** 45 Days

* To analyse whether customers are satisfied with various offers given on merchandise at big bazaar.
* Identify customers need & wants.

**SKILLS AND ATTRIBUTE**

* Proficient in MS Excel, Proficient in MS PowerPoint & MS Word,
* Strong with communication skills, interpersonal skills and Positive attitude.
* Good analytical and problem solving skills.

**PERSONAL DETAILS**

Name : Bibhudutta Singh

Father’s Name : Pratap Chandra Singh

Date of Birth : 11.07.1991

Age : 26

Marital Status : Single

Language Known : English, Hindi, Oriya

Permanent Address : C/59, sector-19 Rourkela-5

District- Sundargarh (Odisha), Pin- 769005

Current address : #132, BDS Gardens, Geddalahalli, Hennur main Road, Bangalore - 77

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Bangalore Bibhudutta Singh