

Swati Das

HR Executive

Bengaluru, Karnataka

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07752084802

- Completed Post Graduate Diploma in Management in HR and Operation Management in Regional college of Management, Bhubaneswar.
- Industrial exposure in Omfed, Bhubaneswar during Summer Internship 2015.
- A dedicated and trustworthy person is looking forward towards a responsible position in the field of HR where I can enhance my existing skills, acquire new skills, and develop myself to be highly efficient and effective and to work constantly in pursuit of excellence.

Willing to relocate to: Hyderabad, Telangana - Bhubaneshwar, Orissa - Bangalore, Karnataka

Work Experience

HR Executive

Strategic Management India Consultants Pvt Ltd

February 2018 to December 2018

Basically end to end Recruitment (handling Screening, shortlisting candidates resume, taking telephonic interviews, recruitment according to client requirement till joining) (Client Handled like Essar Steel, Belmac Residence, JSW, Jay Jagdamba, BGPPL, Balaji Group, Viraj Group, Shah Brothers, Avan Motors, D K Peacefort)

- > Documentation
- > Background Verification by Reference

HR Internship

Tradecure Financial Research Advisory - Indore, Madhya Pradesh

January 2017 to November 2017

Basically handling Screening, shortlisting candidates resume, taking telephonic interview, recruitment according to client requirement till joining, Joining & exit formalities of Employees, General administration, Employee Grievances)

- One year experience for "Bio Medical Engineer" Trainee in Vivekananda Hospital, Bhubaneswar, Odisha in 2011.
- Four month experience for Operating Dialysis Machine at Neelachal Hospital, Bhubaneswar.

SUMMER TRAINING & PROJECT DETAILS:

HR Internship

OMFED - Bhubaneshwar, Orissa

May 2015 to July 2015

Objective:

- To analyze the Recruitment and Promotion procedure at OMFED.
- To examine the impact of Recruitment and Promotion policy on the organizational Performance.

Recommendations:

- The management of OMFED should formulate continuous training program for the development of its people and also hiring professional training available in HR field.

Education

Post Graduation diploma in Management in Management

Regional College of Management - Bhubaneshwar, Orissa

Bachelor in Bio Medical Engg

Koustuv Institute of Self Domain - Bhubaneshwar, Orissa

Science

Betnoti College - Mayurbhanj, ORISSA, IN

M.K.C High School - Baripada, Orissa

Entrepreneurship

Organize Rangoli Competition in College

Donate Blood in Blood Donation Camp in College

Participate in Odishi Dance in College Annual Function

Skills / IT Skills

EXCEL (Less than 1 year), WORD (Less than 1 year)

Additional Information

KEY SKILLS:

- Always keep myself ready to take up challenges.
- Able to adjust in changing circumstances.

COMPUTER PROFICIENCY:

- Diploma in Computer Application (PGDCA)
- Proficient in Word, Excel & Power point.
- Advance Excel

Place:

Date: Swati Das