

TUHIN CHANDRA

Vill. - Andul Bazar

P.O. - Andul Mouri

P.S. - Sankrail

Dist. - Howrah - 711302

State - West Bengal, India

Contact No - 9073425208, Email - tuhin.chandra87@gmail.com



CAREER OBJECTIVE

- Interested in pursuing a career in a professionally managed organization where my knowledge and experience can be best utilized and also endeavor to gain more knowledge in each moment in professional world.

EDUCATIONAL QUALIFICATION

Levels Passed	Name of School/Institution/College	Board/University	Year of Passing	% Of Marks
Commerce Graduate	PrabhuJagatbandhu College	C.U.	2009	46.50
Higher Secondary	New Andul H.C. School	W.B.C.H.S.E.	2006	45.50
Madhyamik	New Andul H.C. School	W.B.B.S.E.	2004	51.25

TECHNICAL QUALIFICATION:

- **Diploma in Information Technology Application (DITA)** from Youth Computer Training Centre (Under the department of Youth Services, Government of West Bengal).

PERSONAL STRENGTHS

- Hard working ability.
- Committed.
- Confidence.
- Leadership.
- Quick learner.
- Elegant team player.
- Smart worker.

PROFESSIONAL EXPERIENCE

- Worked as **HR & Admin-Executive** in **The Rajlakshmi Cotton Mills (P) Ltd.** since April 2015 to September 2019.
- Working as **HR & Admin-Executive** in **Megaa Moda Pvt. Ltd.** since July 2022 to till now.

Job Responsibilities:

- Administration activities
- Assisting the HR department in recruiting activities such as scheduling interviews and contact candidates as needed
- Assisting the HR department in scheduling, coordinating and executing training and other office events
- Maintaining physical and digital personnel records of employees
- Update internal databases with new hire information
- Maintain and distribute guidelines of company policies & SOP
- Gather payroll data like bank accounts and working days
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Respond to employees' questions about benefits and others queries
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Scheduling inter-departmental meetings, coordinating the time schedules with the employees, and arranging food and other necessities
- Record attendance (Manual & Biometric) and checking attendance register
- Training & Development
- Statutory compliance
- Security
- Preparing offer/appointment and various other letters and issue them to employees
- Managing Housekeeping staff & Supplies (Hygiene)
- Track movement of People & Material
- Vendor management (Contract vendors for Repair work, Travel & Ticketing, etc.)
- Organizing, compiling, and updating company records and documentation
- Manage office supplies stock and place orders
- Administrative related work etc.

PERSONAL PROFILE

- **Father's Name** : Mr. Nimai Kumar Chandra
- **Date Of Birth** : 30th December, 1987
- **Nationality** : Indian
- **Religion** : Hinduism
- **Language Known** : Bengali, Hindi & English
- **Interest & Hobbies** : Motorcycle Touring, Photography & Listening Music
- **Extra-Curricular Activities** : N.C.C. "C" Certification

DECLARATION:

- I hereby declare that the above-mentioned details are true to the best of my knowledge.

Place : Howrah, West Bengal

Date :

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(TUHIN CHANDRA)