

Chandrima Chatterjee



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Professional Summary

Goal oriented individual, looking for a professional human resource position in a fast paced environment to give my best and utilize my abilities and skills in ensuring a coherent HR unit.

Work Experience 3.2 Years

Woodlands Multispecialty Hospital Ltd., Kolkata, India
Human Resource Trainee

Jan 2020 – Mar 2020

Key Achievements

1. Implemented six sigma in the employee life cycle processes to improve employee satisfaction level at the Woodland hospital. Report was appreciated by the general manager of business analytics and innovations and after six months of submissions of the internship report the management has implemented the recommendations in the organization.
2. Developed an improved employee satisfaction framework.
3. Developed database management system of the employees and the doctors.

Mousumi Innovations, Kolkata, India

May 2017 – Jun 2018

Senior Executive – Administration and Resource management

Key Achievements

1. Managed end-to-end recruitment of open roles including understanding business needs and drafting job specifications, sourcing and screening candidates, conducting candidate interviews and managing the recruitment process and offer management.
2. SPOC for training and development collaboration with MSME GOI.
3. Developed reward structure and performance improvement program for the employees.

Executive - Administration

Aug 2015 – Apr 2017

Key Achievements

1. Received appreciation from head of the organization for developing the official website of the company.
2. Developed a JAVA based Human Resource Management System consists of employee management system and pay roll system.
3. Received Client appreciation for developing MIS for the clients.
4. Received best employee of the year award in 2017.

Education

University of Calcutta, Kolkata
Master of Business Administration
Specialization: Human Resource Development
Grade: 7.02
Position: 9th

July 2018 – Jun 2020

West Bengal University of Technology, Kolkata
Bachelor of Technology
Specialization: Computer Science and Engineering
Grade: 7.70

Aug 2011 - Jul 2015

West Bengal Council of Higher Secondary Education
Specialization: Science
Percentage: 68.60%

Jul 2009 - Jun 2011

West Bengal Board of Secondary Education
Percentage: 64.25%

Jun 2007 - May 2009

Languages Known

English, Hindi, Bengali - *Fluent in reading, writing and speaking.*

Skills

Python	Java	Oracle	MIS
MS Office	Excellent Communication	Six Sigma	Recruitment & Selection
Payroll	Employee engagement	Talent Acquisition	HR Policy
Labor Law			

Major Achievements

1. Secured 9th position in *Social Hackathon of Tata Social Enterprise Challenge 2019-2020* organized by **IIM Calcutta.**
2. Published articles on HR policies at HR Technologists.

Articles Published

1. *“The Effect of Emerging Technologies On HR Practices: Technology reduces complexities in the HR domain”* published at HRIS & Payroll Excellence on May 27, 2020.

Languages Known

English, Hindi, Bengali – Fluent

Social Responsibility

Team Member

Aug 2017 - Present

NGO - **Sammelok** - Uttarpara

Member of one project through which underprivileged students are guided for proper education

Extra-Curricular Activities

Social activities, writing blogs and articles, playing chess and badminton.

Date: Nov 5, 2020

Place: Kolkata

Chandrima Chatterjee