



# Sanhati Ghosh

PGDM - HR and Marketing

## Experience

### May 2022 - July 2022

The Entrepreneurship Network (TEN), New Delhi, India

#### Human Resources Associate (Intern)

- Responsible for management of 6 junior HR interns from 5 departments/pods
- Performed extensive data collection, maintenance and documentation for 150+ applicants and interns, reducing errors and increasing efficiency
- Organised recruitment process for 100+ candidates including resume selection, conducting interviews, creating offer letters and on-boarding processes

### April 2021 - June 2021

Rebel Foods Pvt. Ltd., Bengaluru, India

#### Management Trainee - Operations

- Responsible for operations and management leading a team of 15 members
- Organised end-to-end food delivery generating daily sales of INR 1 lakh+
- Point of contact for handling discrepancy for customers and delivery agents
- Worked on ensuring food safety for prepared products and hygiene standards for employees, successfully passed regular safety audits and inspections

### December 2018 - March 2019

Accor Hotels, Kolkata, India

#### Industrial Exposure (Intern)

- Worked in kitchen operations, handling order requirements for 300+ guests
- Responsible for maintenance, billing and restocking minibars for 340 suites
- Managed processing check-in and billing services for 200+ guests every day

## Contact

### Phone

+919073764530

### Email

sanhati18@gmail.com

## Education

July 2021 - Present

### PGDM, HR and Marketing

St. Joseph's Institute of Management

CGPA - 7.522 / 10

July 2017 - May 2020

### BSc. in H & HA

Institute of Hotel Management Kolkata

First Class (Distinction); Marks - 78%

2017

### ISC Class 12

Calcutta Girls' High School, Kolkata

Percentage - 88.25%

2015

### ICSE Class 10

Calcutta Girls' High School, Kolkata

Percentage - 83.80%

## Skills

- Google Workspace
- Basic SPSS Knowledge
- Digital Marketing
- Microsoft Office Suite
- Market Research and Analysis

## Language

English

Hindi

Bengali

## Academic Projects

May 2022 - July 2022

### A study on the recruitment process in The Entrepreneurship Network (TEN)

- How to conduct end-to-end recruitment process in a startup company
- How to target skilled employees/intern in the organisation
- What strategies to implement in order to conduct successful recruitment process
- Various factors to be analysed and considered during recruitment process

## Positions of Responsibility

May 2022 - July 2022

### Editorial Board Member, St. Joseph's Institute of Management, Bengaluru

- Covering of events and activities that takes place in the college
- Designing and editing college magazine, write-ups and informative articles

## Extra Curricular Activities

- Trained Swimmer and completed Life Guard training
- Winner, Writer's HUB, Cura 2022, NIT Warangal
- 1st Runner Up, Pictography, Cura 2022, NIT Warangal
- Volunteered as an active blood donor for two years during graduation