

Souvik Roy Choudhury

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OBJECTIVE

Looking forward to being a part of an organization which can extract my inherent skills as an HR Professional and helps me attain my career targets in the process, while adding value to the organization.

WORK EXPERIENCE

07 / 2019 - Present

Junior Executive - Plant HR, MCPI Pvt. Ltd. (Formerly MCC PTA India Corporation Pvt. Ltd.)

Responsibilities:

- Maintaining statutory compliance time to time related to factory
- Submission of Factory Returns
- Issuance of Form V for application of Labour License
- Monitoring payment of Wages to Contract Labours
- Apprentice lifecycle
- Issuance of Gate Pass to contract labours
- Assisting in IMS Audit for ensuring compliance
- Time Office, Budgeting, Bill Clearance, Success Factor
- Joining formalities, Induction and Onboarding, Exit formalities
- Implementing and Monitoring Japanese Practices – 5S, STOP, Kaizen, Quality Circle

EDUCATIONAL QUALIFICATIONS

Examination	Year of Passing	Institution	Percentage
MHRM	2019	Indian Institute Of Social Welfare And Business Management (IISWBM)	69%
B. Tech	2017	Department of Mechanical Engineering, Dr. Sudhir Chandra Sur Degre Engineering College (JIS)	81.2%
CBSE (10+2)	2011	BSF Sr. Sec. Res. School, Siliguri.	80.8%
ICSE	2009	Don Bosco School, Siliguri.	92%

**COMPUTER
PROFICIENCY**

- Microsoft Office: Microsoft Word, Excel, PowerPoint
- Statistical operation: SPSS (Basic), R Studio (Basic)
- Programming: C/C++, Java

**EXTRACURRICULAR
ACTIVITIES &
ACHIEVEMENTS**

- Convener of 5th International HR Conference at IISWBM.
- Events Committee Coordinator at IISWBM.
- Online internship at Student Stories, Toolz4Industry and Manana Digital in creative writing.
- Completed Junior Diploma in Fine Arts under Sharbabharatiya Charu-O-Karukala Niket (All India Arts and Crafts Society) with Distinction.
- Played Table Tennis Tournaments at District Level.
- Faculty and Educator at Don Bosco Night School, Siliguri.
- Participated in National Level Science Talent Search Examination at all levels organized by Unified Council.
- Participated in National Science Olympiad at all levels organized by Science Olympiad Foundation.
- School Topper and Gold Medal winner in International Mathematics Olympiad organized by Science Olympiad Foundation.
- Cubs Member (class 1 – 5), Scouts Member (5 – 8), LTS Member (9 – 10).

**LANGUAGE
PROFICIENCY**

Language	Read	Write	Speak
English	✓	✓	✓
Bengali	✓	✓	✓
Hindi	✓	✓	✓

**ADDITIONAL
SKILLS**

- Multitasker
- Team Player
- Leadership
- Detail oriented
- Quick learner

I do hereby affirm that above mentioned facts are true to my knowledge.

Souvik Roy Choudhury.