

CURRICULUM VITAE

SMRUTIMAYEE DAS

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PROFESSIONAL SUMMARY

HR professional with over 4+ years of experience in recruitment, payroll, HR operations, and employee lifecycle management. Proven ability to handle audits, coordinate with cross-functional teams, and support organizational growth through efficient HR practices. Seeking to leverage my skills in a challenging role for continuous professional development.

WORK EXPERIENCE

HR Executive:

Sapigen Biologix Pvt. Ltd. (A Group of Bharat Biotech International Ltd.) – Bhubaneswar
October 2023 – January 2026

- Managed end-to-end recruitment and onboarding/offboarding processes
- Administered payroll and processed paysheets accurately
- Maintained HRMS and employee lifecycle records
- Handled attendance, leave, and absence management systems
- Coordinated with Corporate HR (CHR) and cross-functional teams
- Ensured internal policy compliance and documentation accuracy
- Supported HR audits and prepared documentation for compliance
- Successfully handled pharma audits (CDSCO 2023 & 2024)
- Managed foreign delegate visits and organizational events
- Resolved employee queries and provided HR support

HR Executive:

AMIT College (Academy of Management & Information Technology) – Bhubaneswar
January 2023 – September 2023

- Supported recruitment and employee onboarding
- Managed employee records and documentation
- Assisted in attendance and leave management
- Provided HR administrative support and coordination

Admin Executive:

Hindustan Media Group – Bhubaneswar
January 2021 – October 2021

- Managed day-to-day administrative operations and office coordination
- Maintained records, files, and documentation systems
- Coordinated with internal departments for smooth workflow
- Assisted in vendor management and office logistics
- Supported employee-related administrative tasks
- Ensured proper communication and coordination across teams.

CORE SKILLS

- Recruitment & Talent Acquisition
- Payroll & HR Operations
- HRMS & Employee Lifecycle Management
- Audit & Compliance Handling
- Employee Engagement & Support
- Cross-functional Coordination
- Communication & Interpersonal Skills
- Problem-solving & Leadership

EDUCATION

- MBA (HR & Finance) – Biju Patnaik University of Technology (2017) | CGPA: 7.75
- B.Sc (ITM) – Ravenshaw University (2015) | 71.55%
- Higher Secondary (Science) – CHSE Odisha (2012) | 48.66%
- Secondary Education – BSE Odisha (2007) | 74%

CERTIFICATIONS

- Certificate in Industrial Relations & Labour Law – WB National University of Juridical Sciences (2019)
- CSR Certificate Program – Indian Institute of Corporate Affairs (2018) | 76%
- ‘O’ Level (IT) – NIELIT (2023)
- Naukri Maestro Recruiter Certified

RAJBHASHA (HINDI) QUALIFICATION

- ‘Rastrabhasha Ratna’ from Rastrabhasha prachar samiti, wardha.
- ‘Sahitya Ratan’ from Hindi sahitya sammelan, Allahabad.

INTERNSHIPS

- NALCO, HRD Centre of Excellence – Training & Development
- NALCO Corporate Office – Corporate Social Responsibility
- CYSD (Centre for Youth and Social Development) – HR & Admin (Project: Women on Wheels)

ACHIEVEMENTS

- Awarded *Employee of the Month* (Monetary Recognition)

- Recipient of Medhabruti Scholarship
- Winner in various academic and extracurricular competitions

LANGUAGES

- English
- Hindi
- Odia

ADDITIONAL INFORMATION

- Willing to relocate as per organizational requirements
- Hobbies: Gardening, Cooking, Traveling.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: _____

Date: _____

Signature:

(Smrutimayee Das)