

CURRICULUM VITAE

GOURAB GHOSH

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🎯 CAREER OBJECTIVE

Human Resource professional with 3.9+ years of experience in recruitment, grievance management, compliance, and employee engagement. Committed to driving operational efficiency and people development through strong process understanding and interpersonal skills.

📁 PROFESSIONAL EXPERIENCE

Vector Finance Pvt. Ltd. – Assistant Manager HR (Aug 2023 – Present)

- Managing employee grievances, disciplinary procedures, and recruitment
- Assisting with compliance and team engagement initiatives

Bharat Financial Inclusion Ltd.– HR Executive (Nov 2020 – Aug 2023)

- Handled hiring, onboarding, PF/ESIC compliance, and exit formalities
- Conducted audits, maintained HRMS records, and supported R&R

🎓 EDUCATION

- MBA (HR) – Pailan College of Management & Technology (MAKAUT), 2020 – CGPA 9.67 (4th Sem)
- B.Com (Hons.)– University of Calcutta, 2017 – Second Class
- Higher Secondary (WBCHSE)– St. Lawrence High School, 2014 – 70%
- Secondary (WBBSE)– St. Lawrence High School, 2012 – 60%

🔧 TECHNICAL SKILLS

- Tally ERP9 | MS Excel, Word, PowerPoint | Outlook

- PF/ESIC Portals | Spark HRMS | Disciplinary Software
- S&E and Trade License Documentation

CERTIFICATIONS

- Advanced Diploma in Financial Accounting – A+
- Diploma – B
- Certificate – A+

PROJECTS & INTERNSHIP

- Study on Industrial Relations– B.M. Birla Heart Research Centre
- Sales Research– Coca-Cola Company
- Internship: B.M. Birla – HR & IR Department

INTERESTS

Aqua scaping | Bike Riding | YouTube Surfing | Gardening | Gaming | Travel | Social Networking

PERSONAL DETAILS

DOB: 11 Nov 1994 | Married | Nationality: Indian

Languages: English, Hindi, Bengali | Category: General

☒ DECLARATION

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

Gourab Ghosh
