

RESUME

SOUVIK SINHA

Address: 12, Parmar Road,
P.O.: Bhadrakali, P.S.: Uttarpara,
Dist.: Hooghly. PIN:712232.
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PROFILE SUMMARY:

A professional, having rich experience in managing Human Resources & Office Administration. Proficient in Workforce Management and ensuring smooth functioning of the office premises. Experienced in handling Clients like Eastern Railway, Srijan, Haldia Petrochemicals and the like.

PROFESSIONAL SKILL SET:

- **Recruitment & Induction.**
- **Workforce Management.**
- **Payroll Management.**
- **Office Administration.**
- **Statutory Compliances.**
- **Implementation of HR Policies.**
- **Vendor Management**

EXPERIENCE SUMMARY:

1. a) Present Organization : **Weaverbird Consultants Pvt. Ltd.**
 b) Designation : **Assistant Manager- HR & Administration.**
 c) Duration : **July-2018 – Till date.**

2. a) Name of Organization : **Third Eye Security Guarding Pvt. Ltd.**
 b) Designation : **Executive- Human Resources.**
 c) Duration : **February-2017 – June 2018.**

3. a) Name of Organization : **CMC Computer Education-Konnagar (under M.S. Computers).**
 b) Designation : **Training & Placement Coordinator.**
 c) Duration : **July-2014 – January 2017.**

4. a) Name of Organization : **OSL Logistics Pvt. Ltd.**
 b) Designation : **HR Executive.**
 c) Duration : **June-2011 – June 2014.**

ACADEMIC QUALIFICATION:

Examination	Board / University	Year of passing	Percentage of Marks
M.B.A. (HR)	ICFAI	2011	62%
B.A.(English)	University of Calcutta	2007	48%
Higher Secondary	West Bengal Council of Higher Secondary Education	2004	61%
Madhyamik	West Bengal Board of Secondary Education	2002	64%

PERSONAL DETAILS:

Date of Birth	11 th January 1985
Father's Name	Bhaskar Sinha.
Marital Status	Married
Languages Known	English , Bengali, Hindi
Interest	Football

DATE :

PLACE :

Souvik Sinha