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**Photo**

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| --- | --- | --- |
| **Name** | **:** | **Dipannita Dey** |
| **Date of birth and age** | **:** | **02/01/1996 24 years** |
| **Specialization (Functiona1)** | **:** | **Human Resource** |
| **Phone** | **:** | **9101051422** |
| **Email** | **:** | [**dipannitadey0201@gmail.com**](mailto:dipannitadey0201@gmail.com) |

CAREER OBJECTIVE

To pursue a career which can give me a chance to add on my portfolio of learning and which ensures me a career growth with enhancement of further knowledge.

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Course Studied** | **Name of the Institution / University** | **Major Subjects Studied** | **Percentage** |
| 2017-2019 | MBA | Ramaiah Institute of Management | Human Resource | 68 |
| 2013-2016 | BSC | B. Borooah College | Information Technology | 67 |
| 2012-2013 | XII | Kendriya Vidyalaya Khanapara  CBSE | Science | 65 |
| 2010-2011 | X | Kendriya Vidyalaya Khanapara  CBSE |  | 68 |

INTERNSHIP / PROJECT

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Date** | **Project Title** | **Project Details** |
| 1. Emami Limited | 2nd july’18- 14th Aug’18 | Organizational study | Study of different functions in the organization |
| 2. Need Base India | 21st April’18- 6th May’18 | Make a Difference to society | Worked with the NGO to cater the needs of the children |
| 3.IamHere Software Labs | 1st Dec’17- 30th Dec’17 | Live project | Marketing and consumer behaviour |

WORK EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name**  Allegis Global Solutions | **Tenure (Start and End Date, Year)**  11 July 2019- Present | **Designation**  Recruiter level-1 | **Job Profile**  1)Responsible for identifying talent that meets specific customers requirement  2) Develop creative ways to attract the right people for the available opportunities  3) Ability to recruit the sense of urgency |

CERTIFICATION IF ANY

* Pursing Excel Course
* Completed first level of Japanese course (2018)

IT PROFICIENCY

* C and C++
* Operating system known Microsoft Windows
* Proficient in basic use of MS Office

ACHIEVEMENTS (ACADEMIC & PROFESSIONAL)

* Won 1st prize in group dance in college Fresher’s Day Celebration’17
* Won 2nd prize in Theme Walk in college fresher’s Day Celebration’17
* Won 2nd prize in group song in College Annual day Celebration’18
* Won 1st prize in group theme walk in National Integration Day’18
* Won 2nd prize in Nachley in Rotary event’18
* Participation in various Sports & cultural activities at school & college level
* Ranked 5th in under graduate (BscIT)

EXTRA CURRICULAR ACTIVITIES

* Volunteer at the Decennial Week Celebration’17
* Held Quiz as a member of Literary Committee
* Member of a Rotract club

KNOWLEDGE PURVIEW

* HR Management
* Training & Development
* Induction & Separation
* Screening & Shortlisting

PERSONAL DETAIL

|  |  |  |
| --- | --- | --- |
| Gender | **:** | **Female** |
| Marital Status | **:** | **Unmarried** |
| Father Name | **:** | **Debasish Dey** |
| Linkedin Profile |  | **www.linkedin.com/in/dipannita-dey-17622816b/** |
| Permanent Address | **:** | **Heritage Home flat no 4 d j n road near icici bank Beltola Tiniali Bazar Guwahati Assam 781028** |
| Languages known | **:** | **English, Bengali, Assamese, Hindi, Japanese(first level)** |
| Res. Phone | **:** | **9435402429** |

I hereby a firm that the information in this document is accurate and true to the best of my knowledge.

**Dipannita Dey**