

Pooja Rath

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Career Objective:

To work in the stream of Human Resource Management and play a prominent role for the organization that utilizes my skills and works in accordance with laws of ethics to serve the society.

Profile Summary

- A dynamic individual with over 2 year of experience in Human Resources Managing **Recruitment and Generalist**.
- Experience of working on **Induction program** for the new joiners.
- An exposure in processing the **Payroll**.
- Partial experience in **Statutory Compliances**.
- Proficient in utilizing the **MS Excel** to gather all the relevant data.
- Experience in **CAMPUS** and **OFF-CAMPUS** recruitment.
- Adept in **process of Hiring** in a timely manner **without compromising on the quality**.

Organizational Experience

- **HR SPOT –Executive Diploma in Human Resource Management (EDHRM)- December 2019 to September 2020.**
- **Sasken Technologies Limited, Bengaluru –Executive Talent Acquisition – Human Resources –From 18th March 2019 to 12th September 2019.(Pay roll of ALP Consultant-Contract for 6 months)**

Key Result Areas:

- End to End Recruitment
- Campus Hiring, Coordinating with Premier Institutes.
- Coordinating interviews with the hiring managers
- Coordinating for the off campus drives and walk-in.
- First point of contact or SPOC to the vendors like of finishing schools or training institutes.
- Responsible for Pre-Employment Checks like Health, BGV, Induction activities.
- Responsible for pre and post-employment training and taking the feedback of the training through a survey form.
- Conducting the pre joining engagement activities.
- Entering and Maintenance of Database of Interns from Various Technical institutes.
- Vendor Management – Managing vendors for recruitment.
- Conducting employee engagement activities and employee grievance.
- Taking care of exit interview for the better understanding of an employee.

- **BCEZ Technologies Private Limited – Executive HR Generalist – From 20th August 2018 to 6th**

March 2019 Key Result Areas:

- End to End recruitment for block chain, artificial intelligence, data science and machine learning fresher's.
- Coordinating for walk-ins, hiring for interns.
- Joining formalities, joining documentation and background verification of new candidates and to maintain the recruitment MIS.
- Taking care of induction and coordinating for the joining process.
- Releasing offer to the selected candidates and having the pre joining engagement activities.
- Responsible for grievance management, employee handling, discipline management.
- Processing the payroll of the month and the year.
- Designing the survey form for the new joiners.
- Taking the exit interviews.
- Partially into Statutory Compliances.

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- **Mindtools Training and Placement Services Private Limited – Trainee –HR Recruiter –From 10th August 2017 to 18th August 2018 .**

Key Result Area:

- Vendor management – Connecting with different vendors for both staffing and internal hiring.
- Coordinating interviews with the hiring managers.
- Joining formalities and joining documentation in the recruitment CRM.
- Taking care of induction and coordinating for the joining process.
- Campus recruitment and coordinating with different B-Schools.
- Releasing offer letters to candidates.
- Processing the payroll of the month and the year.
- Taking care of training that may be pre-employment and post-employment as per the requirement of the hiring managers.
- And taking the training feedback or training need analysis through the evaluation form.
- Making the employee engagement calendar and engagement budget for the year.
- Taking the exit interviews.
- Partially into Statutory Compliances.
- Salary processing of the employees.
- Employee engagement activities and motivational classes for the employees.

Academic Project

1. Major Concurrent Project - MBA

Company	:	Oriental Bottling Limited
Location	:	Bhubaneswar, Odisha
Duration	:	45 days
Objective	:	To understand the meaning and usefulness of ESI Benefits
Project Title	:	Knowing ESI Benefits.

2. Major Concurrent Project – BBA

Company	:	Max Life Insurance
Location	:	Bhubaneswar, Odisha
Duration	:	45 days
Objective	:	To know the recruitment process from a ground level
Project Title	:	Talent Acquisition and retention with special reference to Maxlife.

Education

- Integrated MBA (HR & Finance) from BJB Autonomous College, Bhubaneswar, Odisha, under Utkal University ,from 2013 to 2018
- Intermediate of science from Kalinga Bharati Residential College, Odisha , under Central Board of Secondary Education, in the year 2013.
- Matriculate from Suddhananda Vidyalaya Nachhipur Cuttack,Odisha,under Central Board of Secondary Education, in the year 2011

Other Accolades

- Received Award for being participated in National Seminar –MBA
- Received B Certificate AIR NCC form No-1 Odisha Air Squadron, Bhubaneswar-BBA.
- Awarded as first learner in self-defence organised by Odisha Judo Foundation.
- Received award from Air NCC for participating in mountain climbing held in Manali, Himachal Pradesh.

Personal Details

Name: Pooja Rath

Date of Birth: 15th Oct, 1994

Place of Birth: Bhubaneswar, Odisha

PAN: BTOPR2446H

Marital Status: Unmarried

Present Address:Kolkata,India

Permanent Address: AT/PO-

Sarakana, Via-Balakati, Dist-

Khorda, Pin-752100.