

Curriculum Vita



Name : ARKA NARAYAN HORE

Father's Name : Sri Rabindra Nath Hore

Mother's name : Smt. Manasi Hore

Permanent

Address : 187, Sreerampure East, MAHAL, Flat no.8, Garia, Kolkata-700084

Mobile No. : 8017175237

E-mail Address : arkahore@gmail.com

Date of Birth : 13.08.1986

Sex : Male

Marital status : Single

Nationality : Indian

Current Status : PGDM (HR)

Educational Qualifications :

Name of the Examination	Year of passing	Board/University/ Council	Institution	Percentage of marks	Division/status
Madhaymik(10 th)	2004	West Bengal Board of Secondary Education	Naktala High School	60.3	1 st division
Higher Secondary Education 10+2 (Commerce)	2006	West Bengal Board of Higher Secondary Education	Naktala High School	49.3	2nd division
B.com.(general) (under 1+1+1 new regulation)	2009	University of Calcutta	Dinabandhu Andrew's College	43.2	Passed
PGDM(HR)	2015	ICFAI University	ICFAI	60	C

Computer skills : Basic concepts in MS-OFFICE, Computerized Financial Accounting as Tally 6.3.

Subjects Of interest : Human Resource, Recruitment

Fields of interest : Music, movies, singing, dancing, internet surfing, And Social Networking.

WORK Experience :

Name of Employer	Designation	Year of Experience
Kochar Info Tech (p)Ltd.	Sr. TSE	2009-2012
2COMS Consulting Pvt Ltd	Associate HR Recruiter	2012-2014
Freelance Recruitment	Freelance HR Recruiter	2014-2016
Midaas Construction Co. Pvt Ltd	HR Manager	April'16 to April'17
Adeo Consultancy Pvt Ltd	Assistant Manager-HR	Jul'17 to Feb'18
Clifford Facility Services Pvt Ltd	Sr. Executive-Recruitment	Mar'18 to till date

Job Responsibilities :

1. BPO Career :

Job responsibilities :

- a) Attending inbound calls of Customer on GPRS Support.
- b) Providing Phone & laptop related Technical Support for Internet services.
- c) Supporting the floor for junior associates after 1 year of service.
- d) As Sr. Associate giving technical support to different ISP companies under the same roof.

2. HR/Recruitment Career:

Job responsibilities :

- a) Started working for end to end recruitment as HR trainee, later HR associate-recruitment.
- b) Maintains the work structure by updating job requirements and job descriptions for all positions.
- c) Maintains organization staff by establishing a recruiting, testing, and interviewing program;
- d) Counseling managers on candidate selection, salary negotiation, ;
- e) Conducting and analyzing exit interviews; recommending changes.
- f) Prepares employees for assignments by establishing and conducting orientation and training programs.
- g) PF and ESI Preparation along with Payroll update and attendance update.
- h) PF and ESIC update to government record from ESIC and PF office.
- i) Employee data sheet management.
- j) PMS calculation with respective department head or MD.

Relevant Industry I worked for in recruitment:-

BPO, KPO, Manufacturing, FMCG, FMCD, Construction, Real Estate, BFSI, Retail, Logistic, Facility Service, Security Service, HR Service, Bakery, Handlooms, Handicrafts , Tourism, Beauty Product.

Declaration : I declare that all the statements and information provided by me above are true to the best of my knowledge.

Date:

Place: Kolkata

(ARKA NARAYAN HORE)