



Susmita Ghosh

HR Professional

Self-motivated HR generalist with 3 years of experience, skilled in employee engagement, operations, payroll, recruitment and training. Increased retention by 25%, Cut lead time for recruiting by 38%, increased employee effectiveness by 20% and training participation by 15%.

✉ susmitabony93@gmail.com

📍 26/C Radha Madhav Dutta Garden Lane Kolkata 700010, Kolkata, India

📞 9674145722

🌐 [linkedin.com/in/susmita-ghosh-511028b0](https://www.linkedin.com/in/susmita-ghosh-511028b0)

WORK EXPERIENCE

HR Officer

Pulsus Health Tech LLP, Gurgaon

10/2019 – Present Gurgaon, Haryana

Its into Publication of International Journals and Organizing International Conferences

Achievements/Tasks

- Performing all HR related aspects right from recruitment to leave attendance and payroll management. Handling 150 employees.

HR Generalist

Elegant Auto Accessories

02/2019 – 09/2019 Noida

Manufacturing and E commerce of Auto Accessories

Achievements/Tasks

- Looking after the whole HR Department as I was the sole HR their handling around 80 employees.
- Was looking after Recruitment and HR operations.

Process Associate and HR SPOC

Genpact

06/2015 – 06/2017 Kolkata

HR Intern

Ashiana Housing Ltd

08/2018 – 10/2018 New Delhi

EDUCATION

Study Program

Institution/Place of Education

PGDM (HR and Marketing)

Doon Business School, Dehradun

2017 – 2019 Dehradun

B.Com (Hons) (Accountancy and Finance)

Calcutta University

2012 – 2015 Kolkata

Higher Secondary (Commerce)

Loreto Day School, Sealdah/ WBHSE

2010 – 2012 Kolkata

SKILLS

Employee Engagement Recruitment

Leave Attendance Management Payroll Management

On boarding process and Orientation

Grievance Handling Training and Development

Performance Management Employee Retention

Advance Excel Microsoft Office

Articulate Story line 360 Job Portals

ACHIEVEMENTS

AIMA Young India Competition 2017

Represented My college and was selected as one of the top 10 .

Bronze award

For exceptional performance and handling of crucial and sensitive reports with 100% accuracy in Genpact.

Bronze Award

Performing the HR SPOC responsibility with full dedication and efficiency.

Appreciation Certificate

Has received appreciation from the Managing Director and GM HR of Ashiana Housing Limited for good work

CERTIFICATES

SAP HCM

Six Sigma Lean

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Bengali
Native or Bilingual Proficiency

French
Elementary Proficiency

INTERESTS

Travelling

Dancing

Listening to Music

Cooking