

MOULI MUKHERJEE

ASPIRING PROFESSIONAL

CONTACT

Mobile - 9733924302

Email Id -

Moulimukherjees12@gmail.com

SOFT SKILLS AND CORECOMPETENCIES

- Punctual
- Goal Oriented
- Team Player
- Innovator
- Communicator

INTEREST AND HOBBIES

- Internet Surfing
- Cooking
- Reading Comics

ACHIEVEMENTS

- Secured Second (2nd) Rank and awarded First class in MBA(Post Graduation).
- Awarded Certificate of Completion for the Course *Soft skills, GD, Accounting Fundamentals, Business Etiquette, Overview on AI*(NPTEL) by TATA CONSULTANCY SERVICES, Digital Learning Hub.

CAREER OBJECTIVE

An MBA with Human Resource Specialization from a NAAC & AICTE accredited B-School in India looking for an opportunity to work in a competitive environment to enhance leadership to skills and to find growthopportunities for the company.

INTERNSHIP EXPERIENCE

AchieveX Solutions Pvt Limited

Human Resource Management |Jan, 2021 - Feb, 2021

- Handling and closing multiple requirements simultaneously and handling the selection.
- Performing reference checks for the shortlisted candidates post their interviews, responsible for full documentation of employee upon joining.
- Pre & Post joining formalities, Induction and Orientation for new joiners.
- Initiated various events with reward and recognition activities to increase employees morale.
- Managing administration with timely payments.

Peerless Inn (Kaizen Hostels and Resort)

Performance Appraisal System| June,2019 - September,2019

- Through this project i came to know about the formal system of review and evaluation of individual task performance and its effectiveness in meeting organizational as well as employee goal.
- Working on building employee relation and reward ceremony for the deserving.
- Responsible for Employee reward & Appraisal programme
- Worked with the survey team to take feedback on workachievements.

NH Narayana Hrudalaya (A Multispeciality Hospital)

HR Internship | February, 2017 - April, 2017

- During this project got to learn about the joining formalities tobe completed by the new entrant with HR dept for employee track record, audit requirement .
- Conducted several seminars for hospital employees to updatethem on employee benefit option.

- Awarded Certificate of Participation on Workshop of *Arsenic Contamination and Sustainable Technological Solutions* In India By DRDO (Defence Research & Development Organization)
- Certificate of Participation on *DATA ANALYTICS SEMINAR*, Techtree Enhancing Talent.

EXTRA-CURRICULAR ACTIVITIES

- Participated in National Level Online Quiz on *Marginal Costing*.
- Awarded for Commitment to promote safety against COVID19(ISO 901-2015)
- Actively participated in Online Quiz on *International YOGA Day Awareness*

LANGUAGE

- Bengali
- English
- Hind

- Update 50+ employee records and job assignments.
- Regular Updation of Master database after every joining, separation, increment with all the details of employees.

A.M.R.I Hospital

Quality Assurance Intern | June, 2016 - August, 2016

- Got to know about the importance as well as requirement of TQM in hospital, as well as also a part of auditing in NABH Accreditation.
- End to end Quality analysis of medical equipments,
- Internal process for quality measurement from PCDA perspective

NRS Medical College & Hospital, Under WB GOVT

Overview Project | February, 2015 - March 2015

- It was project to understand a broad concept about the departments and layout of Hospital.

ACADEMIC BACKGROUND

NSHM Buisness School, Durgapur

MBA in Human Resource Management | 2018 - 2020

Gurunanak Institute Of Technology, Kolkata

Bachelors Of Hospital Management | 2014 - 2017

Hijli High School, IIT Kharagpur

WBBHSE | 2014

Hijli High School, IIT Kharagpur

WBBSE | 2012