SOMDEEP LAL


### PGDM IN HRD & LW

Secure a responsible position in the HR department, sharing my 02 years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

 D.O.B – 08 / 12 / 1991

# WORK EXPERIENCE

## OFFICE ASSISTANT

### KESORAM RAYON, BK BIRLA GROUP

*02/2020 - Present*, *NAYASARAI , HOOGHLY*

*Achievements/Tasks*

DAILY PRODN. REPORT PROCESSING & DOCUMENTATION

# PERSONAL PROJECTS

#### INTERNSHIP PROJECT ON SOCIAL SECURITY (07/2017 - 08/2017)

PROJECT WAS MADE ON FUNDAMENTAL SOCIAL SECURITY ( INCL. PF , ESIC , GRATUITY ) PROVIDED BY KESORAM RAYON TO ITS EMPLOYEES

# EDUCATION

## Study Program

### STATE LABOUR INSTITUTE

*09/2016 - 08/2017*, *KOLKATA*

# SKILLS

MS - OFFICE

TALLY ERP.09

**CERTIFICATES**

#### DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION (Y.C.T.C. , GOVT OF WB) (APRIL-2021 TO MARCH-2022)

CERTIFICATE IN FINANCIAL ACCOUNTING SYSYTEM (Y.C.T.C. , GOVT OF WB) (03/2016 - 09/2016)

Familier with MS – EXCEL , ADV. EXCEL

**ORGANIZATIONS**

INDIAN RED CROSS SOCIETY (08/2012 - Present)

*LIFETIME MEMBER / VOLUNTEER*

# LANGUAGES

*Courses*

ONE YEAR PGDM IN HRD & LABOUR WELFARE

## B.A.

### UNIVERSITY IN KOLKATA

*08/2011 - 09/2014*, *KOLKATA*

*Courses*

COMPARITIVE ENGLISH

BENGALI

*Native or Bilingual Proﬁciency*

HINDI

*Full Professional Proﬁciency*

# INTERESTS

MUSIC

PHOTOGRAPHY

ENGLISH

*Native or Bilingual Proﬁciency*

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J 20, MOTIJHEEL INTIGRATED HOUSING ESTATE,

DUMDUM, KOLKATA - 700074, WEST BENGAL, India

## HIGHER SECONDARY

### WBCHSE Enlisted. Photographer of

###  GOVT of WB, (LABOUR DEPT)

*07/2009 - 07/2011*, *KOLKATA*

*Courses*

COMMERCE

## MADHYAMIK

### WBBSE

*04/1998 - 06/2009*, *KOLKATA*

 **OBJECTIVES :-**

* + To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
	+ Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
	+ Seeking an entry-level position to begin my career in a high-level professional environment.
	+ To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.
	+ Seeking a challenging career with an MNC.
	+ A highly organized and hard-working individual looking for a responsible position to gain practical experience.
	+ To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

 *Result-oriented, intelligent, organized, and motivated individual is seeking an available management position with this company in an effort to utilize years of experience to fulfill the company's strategic requirements.*

*Dt : - \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ WITH REGURDS*

*Place :- Kolkata*

 *(****SOMDEEP LAL)***

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