



## SUSMITA CHAKRABORTY

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chakrabortysusmita451@gmail.com

### Professional Summary

An enthusiastic professional seeking a challenging position in a dynamic organization that gives the opportunity to enhance my knowledge and apply the skill sets to uplift the organization into a new level.

### Skills

People Management | Challenger rather Leader | Problem Solving Ability | Aligned to specific SLA | Teamwork | Believe in Cognition.

### Languages Known

English | Hindi | Bengali

### Personal Details

Father's Name- Late Anup Chakraborty

D.O.B.- 30/11/1995

Gender- Female

Marital Status- Unmarried

Address- D.D. Tewari Road, Kotalhut,  
P.O.- Natunganj, Dist.- Burdwan West  
Bengal- 713102, India.

### Education

- M.B.A. (HR)|The University of Burdwan| 2017-19 | Score- 72% |
- B.A.(Political Science)|MUC Women's College| 2013-16| Score- 53% |
- H.S.C. (Arts)| Bharati Balika Vidyalaya | 2012-13 | Score- 61% |

### Work Experience

**RBL Finserve Ltd.** [ 1st Oct 2019 - Till Date ]  
[ Current Role - HRBP ]

- End to End On-boarding process
- Document Validation
- Managing Employee's Electronic and Personal Files
- Employee, Employee Database management
- Mailing to BGV team, ESI and Medclaim Works
- Recruitment, Generating HR Letters, Issuing IDs
- Employee Query Handling
- Conducting Exit interviews
- Resolve complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships
- Build morale and increase productivity and reduce retention
- Branch visit

### Internship and Voluntary Participation

**Bank of Baroda** [ May 2018 - Jun 2018 ]  
[ HR Trainee ]

Successfully completed a project cum training on 'Employee Engagement' and have gone through recruitment processes, few voluntary works, collecting HR data, employee background checks and verifying information, Organizing and updating employee files, Managing employee complaints over email, branch visit etc.

- I hereby declare that the above information's are true to best of my knowledge.

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Susmita Chakraborty