

SHRADHA CHOWDHURY

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CAREER OBJECTIVE

Seeking an opportunity in an organization where I can explore my skills and knowledge in order to create personal and organizational growth.

INTERNSHIP EXPERIENCE

1. Krishi Jagran Private Limited, New Delhi.

Designation: Human Resources Intern

Experience: 2 months (September 2020 – October 2020)

Krishi Jagran is an agricultural magazine publishing company. Its office is in Delhi. It is the only company which has entered the "LIMCA BOOK OF RECORDS". It is published in 11 Indian regional languages - Hindi, Punjabi, Gujarati, Marathi, Kannada, Telugu, Bengali, Assamese, Odia, Tamil & Malayalam. In English it is published as Agriculture World. Krishi Jagran brings the latest news on Agriculture. The magazine was founded by Mr. M.C Dominic on September 5, 1996 in New Delhi.

Roles & Responsibilities:

- ✓ Meet with hiring managers to review job descriptions and confirm skills required for job openings.
- ✓ Conduct recruitment effort for interns, including writing and placing advertisements and preparing and posting internal job openings.
- ✓ Review qualifications of potential candidates responding to job postings / advertisements and determine candidates for future consideration.
- ✓ Schedule interviews and develop interview questions or topics to ensure compliance with applicable employment laws and regulations.
- ✓ Interview applicants to match experience with specific job related requirements.
- ✓ Screening resumes, updating recruitment spreadsheet on a daily basis and sending weekly recruiting activity reports to hiring managers and HR staff.

- ✓ Supported the HR department and contacting the colleges for openings of internships program
- ✓ Prepared training programmes for the content writing team of Krishi Jagran.

2. Podium Systems Private Limited, Pune.

Designation: Human Resources Intern

Experience: 2 months (November 2020 – December 2020)

Podium Systems is a Singapore based IT company, with offshore centre in Pune, India. They help businesses accelerate revenue growth through focused Engagement. Podium Systems is a group of expert professionals rendering its services for IT and Non-IT roles. They bring in a very powerful combination of technological capabilities and industry expertise in all our service and solution offerings.

Roles & Responsibilities:

- ✓ Sourcing the candidates from job portals like Naukri, Indeed, etc.
- ✓ Head Hunting
- ✓ Screening the profiles based on client's requirement.
- ✓ Job posting on various job portals.
- ✓ Initial screening of the candidates by interacting with them over the phone.
- ✓ Conducting preliminary round of interview of candidates before sending their profile to the client.
- ✓ Line up the candidates for interview.
- ✓ Interacting with the clients for feedback.
- ✓ Speaking to candidates and taking follow ups.
- ✓ Maintaining healthy relationship with clients.

Few Corporate Sector Client Handled:

- Synechron Technologies, Persistent Systems, Gauri Technologies, Incubexperts etc.

Skills / Personal Strength

- Ability to interact people with ease.
- Ability to work under pressure and perform as per requirement.
- Ambitious and Highly Motivated Team Member.

- Average Communication skills.
- Quick learner and friendly.
- Time management and work efficiently.
- Experience in MS Office applications such as Excel and Word.

EDUCATIONAL QUALIFICATIONS

Degree	Year of Passing	Institution	Board/ University	Percentage
MBA in HR	2021	Regent Education & Research Foundation Group of Institutions, Kolkata	MAKAUT University	Pursuing (Not yet completed)
Graduation B.com (Accounting & Finance)	2019	Gurudas College, Kolkata	Calcutta University	54%
H.S (10 +2)	2016	R.D Junior College, Assam	SEBA	82%
Secondary (10)	2014	Don Bosco High School, Assam	SEBA	61.8%

Date of Birth	04 -Dec-1997
Gender	Female
Nationality	Indian
Marital Status	Single
Father's Name	Swapan Kumar Chowdhury
Mother's Name	Dola Chowdhury

EXTRACURRICULAR ACHIEVEMENTS

1. Participated in the online quiz competition based on the life of Gandhi, organized by NSS units of TKM College of engineering
2. Active participation in Quiz Competition
3. Active participation in the management team in inter - college and intra – college fest events.

Date:

Place:

Signature: