**ASHMITA**

**ASHMITA.362545@2freemail.com**

***CAREER CONSPECTUS***

* **A Six Sigma Green Belt certified Professional with over 12 years of experience in the areas of:**

 -General Administration -HR Generalist Functions

 -Executive Assistant Functions - Succession Planning & Execution

 -Internal / External Communications - Corporate HR

 - Man/Vendor Management - Operations Management

 -Recruitment & Staffing -Training & Development

 - Business Development - Office Management

 - Social Media Management - Customer Service & Counselling

* Strong ability to master a situation quickly; highly knowledgeable in a wide variety of professional disciplines and an expert at organising & directing turnaround situations.
* Expertise in general administrative activities, personnel management, policy implementation and facility management across assignments.
* An out-of-the-box thinker committed towards the growth of people within the organisation.
* Skilled in handling large workforces and in initiating measures for the benefit of people.
* Adroit in managing modern HR Systems with deftness in maintaining harmonious industrial relations among management and workers through efficient administration and resolution of employees’ grievances.
* An effective communicator with exceptional interpersonal skills and hands on experience in training and development of subordinates.
* Skilled in prioritizing & managing multiple projects simultaneously & following through on issues in a timely and efficient manner

***Scholastics***

* ***Master’s in Business Administration with specialization in Marketing*** *from Gujarat University, Gujarat, India in the year 2002 securing* ***First Class.***
* ***Graduation in Science with (Electronics, Physics)as Specialisation*** *from Gujarat University, Gujarat, India in the year 2000 securing* ***First Class****, stood second in College.*
* *Class XII from Central Board of Secondary Education (CBSE Board), India in the year 1997 in Pure Science (Physics, Chemistry, Maths).*
* *Class X from Indian Certificate of Secondary Education (ICSE Board), St. Josephs Convent, Chandannagar, West Bengal, India in the year 1995 securing* ***First Class******Distinction****.*
* *Diploma in Multimedia in Netguru India Pvt. Ltd., Kolkata, West Bengal, India in 2005.*

***Certificate Courses***

* ***Six Sigma Green Belt in HR Certification from International Academy for Certification and Training in 2017.***
* ***Advanced Excel from Manipal Prolearn,India in 2017.***
* ***Certification in Education Administration from Jadavpur University, India in 2010 and secured Distinction.***
* *MS Office course from NIIT, Ahmedabad in 1998.*
* *Diploma in Export Management NIEM, Chennai in 1998.*

***Professional Enhancements***

* ***Attended training in:***
	+ *Functions and operations of related department to facilitate the subsequent transferability between departments to provide greater promotional opportunities.*
	+ ***ISO 9001:2008 Quality Management System and Internal Auditor Training Program*** *by SGS.*
	+ ***Performance Appraisal Techniques*** *from Indian Electrical and Electronics Manufacturers Association, India.*

***Academic Project Executed***

* *Brand Positioning of Vimal-at Reliance Industries Limited, Ahmedabad.*
* *Value Added Services by Vodafone, Ahmedabad.*
* *Project on Education Administration: Implementation of HR Policies for proper administration in International Schools.*

***EMPLOYMENT SCAN***

**Dec’11 - Sept’16 Webcon Consulting (India) Ltd., Kolkata, India Deputy Manager**

**Oct’10-Dec’11 Matrix Ventures Pvt. Ltd., Kolkata, India Assistant Manager HR &Admin**

**June’07 – Sep’10 Laurel Bakery Pvt. Ltd., Kolkata, India Consultant - Administration Manager**

**KPAs and Notable Highlights of Webcon Consulting (India) Ltd. (A reputed Management Consulting Organisation formed by a consortium of several Indian Nationalised Banks and Government Organisations)**

* Successfully managed the complete recruitment life-cycle for sourcing the best talent from diverse sources. Planning human resource needs in consultation with heads of different functional, operational areas & conducting selection interviews.
* Completely supervised Performance Appraisal, Performance Incentive Schemes, Talent Acquisition, Recruitment, HR Business Development, Competency Mapping, Job Design, Preparation of JDs, etc.
* Supervision of staffing, recruitment, induction programme, contract negotiations, discipline, policy & procedures and retirement programme for employees.
* Coordinated in formulation & implementation of performance incentive, increment & other remuneration policies.
* Efficaciously managed appraisal process across the levels and establishing framework for substantiating Performance Appraisal System linked to Reward Management.
* Identified training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
* Magnificently managed the entire HR Consultancy and Manpower outsourcing business of the Company and have gained confidence of many Reputed Government Organisations in West Bengal, India.
* Responsible for all the external communications of the Organisation which includes designing banners and hoardings for the various Government aided training programs that the Company was involved as a part of their training business, placing advertisements on print media and social media for new recruitment requirements, venturing into a new area of consulting etc.
* Active participation and submitted several Expression of Interest /Proposals/Tenders for various proposals for Government Organisations and have been awarded in many.
* Regular monitoring and coordination with the Company’s software developer for updating the website with the changes, new projects handled and successfully completed, recruitment requirements, new areas of consulting where the Company has diversified etc.
* Maintenance and responsible for circulation of all important internal correspondence through email, circulars and notices to all the employees of the Organisation.
* Preparation of concept notes for business development opportunities in various State and Central Government Departments.
* Conducted extensive research for exploring continuous opportunities for various project consultancies and funding options of different Government sector.
* Involved as an internal auditor in the Audit process as conducted by CAG (The Comptroller and **Auditor** General of India) and SGS for ISO 9001:2008 certification for consecutive three years.
* Effective Vendor Management related to advertisement, hoardings, print media, website developer and Company’s statutory Compliances.
* Managed the sponsorships and participation in various seminars, magazine advertisement.
* Managed the complete internal and external communications on behalf of the Partners.

***Achievements:***

* **Was given a ranking 4 (Excellent) for consecutive four years in Performance Appraisal rating and rated as one of the top performer in the Organisation.**
* **Preparation of new Appraisal format, joining format, interview format as well as modification of the old offer letter for better perspective of the Organization.**

**Notable Achievements of Matrix Ventures Pvt. Ltd. (A leading Telecom Infrastructure Company in Kolkata, India)**

* Handled overall distribution and consumption of resources. Analyzing reports and records along with CEO for expediting decision making procedure, making corporate presentations.
* Cllient request, attending client queries & maintaining a cordial relation with the corporate.
* Ensured smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures. Directing the development and implementation of key purchase strategies.
* Managed the complete administration of the Company.
* Identified and appointed new vendors related to Administration.
* Taken unique initiative taken to improve employee satisfaction level by targeting incentives.
* Managed the statutory compliance of the Company related to its employees.
* Managed the complete recruitment life-cycle for sourcing the best talent from diverse sources.
* Streamlined the entire HR Process of the Company while working as an HR Generalist.
* Introduced Attendance System Machine that regularised the attendance of staff & coming to office on time.
* Introduced and successfully conducted Employee Motivational Programme.

**Notable Achievements at Laurel Bakery Pvt. Ltd.(A reputed heritage Bakery Organisation of Kolkata, India)**

* Instrumental in handling Business Development & Supplier Management.
* Aligned the administration of the factory as a whole & maintained the attendance records.
* Extended cooperation with the Management in recruitment.
* Managed the statutory compliance of the factory employees.

***PRESEDING ASSIGNMENTS (EDUCATION AND TRAINING ORGANISATIONS)***

**Jul’06 – March’07 T.I.M.E, Kolkata, India Assistant Manager-Operations**

**Aug’05 – Jul’06 Career Launcher (I) Ltd., Kolkata, India Centre Head**

**Sep’02 – Nov’03 IMS Learning Resources Pvt. Ltd., India Senior Executive (Counseling)**

***PERSONAL DOSSIER***

Date of Birth : 3rd July, 1979

Linguistic abilities : English, Hindi & Bengali