

CURRICULUM VITAE



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Pin:799008

CAREER OBJECTIVE: - Seeking a career that is challenging and interesting and lets me work on the leading areas of any, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals, objectives and needed to advance within my chosen carrier path.

EDUCATIONAL QUALIFICATION:

Degree	Discipline	Name of the Institute	Board / University	Year of Passing
M. Tech	Construction Engineering & Management	KIIT University	KIIT University	2018
B. Tech	Civil Engineering	ICE	AMICE	2016
DIPLÓMA	Diploma in Civil Engineering	IASE UNIVERSITY	IASE UNIVERSITY	2011
Secondary School Examination	th 10	Ramakrishna Vivekananda Vidyamandir	TBSE	2008

KEY SKILLS:

- Management Skills.
- Positive attitude towards work and great ability towards result oriented output.
- Ability to work on teams with sincerely and honesty.
- Quick Learner.
- MS OFFICE.

- Team Leading.
- Hard Work.
- Proven experience as an HR Assistant, Staff Assistant or relevant human resources/administrative position
- Fast computer typing skills (MS Office, in particular)
- Hands-on experience with an HRIS or HRMS • Familiarity with ATS software and resume databases
- Basic knowledge of labor laws
- Excellent organizational skills
- Strong communications skills
- Degree in Human Resources or related field

WORK EXPERIENCE:

Having 4 years of experience in different companies.

- One is as the Head HR department as Administrative Assistant in **Thermal Power Plant**, at the company of **BGR ENERGY SYSTEM LTD.**
- Another one is as HR Coordinator in the department of **ULTRA SONOGRAPHY**, at the organization of **MYFAIR DIAGONSTIC CENTER.**
- Another one is as HR department as Head of Administrative Coordinator at the organization of **ILS Hospitals, Agartala**

1. M/S BGR ENERGY SYSTEM Ltd.

Location : 2x660 MW, SSTPS, Suratgarh, Rajasthan, India

Period : November 2018 to December 2019

Position : HR Department (Administrative Assistant)

ROLE AND RESPONSIBILITIES

- Work in a confidential highly responsive relationship with management.
- Prepare letters, presentations reports.
- Compile data from numerous sources produces summary reports as required.
- Responsible to establish, maintain revise departmental files.
- Responsible to receive prioritize telephone calls, business visitors, and incoming mail.
- Route mail inquiries to proper personnel.
- Maintain calendars, schedule appointments.
- Arrange departmental meetings/conferences.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
- Assist in training staff members and new hires.

- Team Leading.
- Hard Work.
- Proven experience as an HR Assistant, Staff Assistant or relevant human resources/administrative position
- Fast computer typing skills (MS Office, in particular)
- Hands-on experience with an HRIS or HRMS • Familiarity with ATS software and resume databases
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- Implement and monitor programs as directed by management, and see the programs through to completion.
- Provides administrative support to ensure efficient operation of office.

2. MAYFAIR DIAGONSTIC CENTRE.

Location : Agartala, Tripura (West), India

Period : February 2020 to May 2021

Position : ULTRA SONOGRAPHY DEPARTMENT
(Computer Operator & HR Coordinator)

ROLE AND RESPONSIBILITIES

- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance.
- Ensuring the security of the company's computer systems.
- Performs clinical assessment and diagnostic sonography examinations.
- Uses cognitive sonographic skills to identify, record and adapt procedures as appropriate to anatomical, pathological, diagnostic information and images
- Uses independent judgment during the sonographic exam to accurately differentiate between normal and pathologic findings.
- Assumes responsibility for the safety, mental and physical comfort of patients while they are in the sonographer's care.
- Establishes and maintains ethical working relationships and good rapport with all interrelating hospitals, referral or commercial agencies.
- Performs all requested sonographic examinations as ordered by the attending physician.
- Prepares preliminary reports and contacts referring physicians when required, according to established procedures.
- Coordinates with other staff to assure appropriate patient care is provided.
- Addresses problems of patient care as they arise and makes decisions to appropriately resolve the problems.
- Organizes daily work schedule and performs related clerical duties as required .
- Assumes responsibility for the safety and well-being of all patients in the sonographic area/department.
- Report's equipment failures to the appropriate supervisor or staff member.
- Provides in-service education team on requirements of sonographic procedures as requested by other members of the health care team.
- Performs other related duties as assigned Qualifications.

3. **GPT Healthcare Private Ltd.**

Location : ILS Hospital, Agartala, Tripura

Period : August 2021 to July 2023

Position : HR Head Coordinator(Administrative Assistant)

ROLE AND RESPONSIBILITIES

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database
- Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department
- Enter employment data into computer database
- Track and update hourly employee leaves of absence
- Assist HR supervisors with the hiring process, including submitting job postings online and scheduling candidate interviews
- Coordinate logistics for new hire orientations and employee training sessions -

ADDITIONAL COURSE:.

1. **Organization** : Roman Computer.
Duration : 1 year.
Title : Diploma in Computer Application.
2. **Organization** : CADD CENTRE (Agartala).
Duration : 30 Days
Title : AUTOCAD.
3. **Organization** : Multisoft Systems, (Noida)
Duration : 15 Days
Title : MSP & PRIMAVERA (SOFTWARE

WORKSHOPS:

1. Two-Day Workshop on Good Concrete Construction Practices (GCCP-2016) at Osmania University, Hyderabad, 2016.
2. Two-Day Workshop on VSSC ISRO'S Feast MT FEA TECHNOLOGY at KIIT University, Bhubaneswar, 2018.

PROJECTS UNDERTAKEN:

PROJECT - 1

Organization : THE INSTITUTE OF CIVIL ENGINEER (INDIA).
Duration : B. Tech.
Title : PROPERTIES OF SELF-COMPACTING CONCRETE USING PARTIAL REPLACEMENT OF CEMENT BY FLY ASH.

PROJECT - 2

Organization : KIIT UNIVERSITY
Duration : M. Tech.
Title : THE DURABILITY BEHAVIOUR OF HIGH-PERFORMANCE CONCRETE USING WITH NANO SILICA & GROUNDED FLY- ASH.

PERSONAL DETAILS:

HUSBAND'S NAME : SUJEN SEN
DATE OF BIRTH : 08.01.1992
GENDER : Female.
MARITAL STATUS : Married
BLOOD GROUP : B^{-ve}
LANGUAGES : English, Hindi, Bengali, Assamese, & Oriya.
INTERESTS : Travelling, Cooking, Sports, Singing, Reading Novels.

DECLARATION:

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.

DATE:
PLACE:

Sumita Das
Signature