



Rumpa Das

Junior HR Executive

Contact Details

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West Bengal India

🏠 13-Aug-2001

Summary

Seeking an opportunity to utilize my skills and qualifications in a collaborative environment, making a meaningful impact and advancing my professional journey.

Skills

- MS Office (Word, Excel, Powerpoint)
- Google Drive (Docs, sheets,forms)

Languages

- Bengali
- English
- hindi

➤ Education

Master of Business Administration (MBA)

Dr. B. C. Roy Engineering College

7.17

Aug 2022 - Jul 2024

BBA IN Hospital Management

NSHM Knowledge Campus

7.87

Aug 2019 - Jun 2022

➤ Experience

Junior HR Executive

ATM Softek

Jun 2025 - Present

(0 Years, 7 Months)

- Assist in recruitment activities: posting job ads, screening resumes, scheduling interviews.
- Maintain and update employee records (e.g., personal information, attendance, leaves).
- Help of sessions.
- Support payroll preparation and ensure timely documentation.
- Coordinate training and development programs

HR Trainee

Suchi Finserv Private limited

Nov 2024 - Apr 2025

(0 Years, 5 Months)

Assisted in recruitment activities including posting job openings, screening resumes, and scheduling interviews. Prepared offer, appointment, and joining letters. Maintained employee attendance through Excel and updated master data records accurately.

Human Resources Intern

Sikharthy Infotech Private limited

Jun 2023 - Aug 2023

(0 Years, 2 Months)

Assisted in recruitment by posting jobs, screening resumes, scheduling interviews, and sourcing candidates. Maintained personnel records and supported hiring processes through databases, ads, and employee referrals.