

# Sridipta Pradhan

E465/302, Shapoorji Pallonji Housing Complex, Newtown, Kolkata  
8777645703 | sridiptapradhan1997@gmail.com

## Objective

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I am looking for an opportunity to utilize my acquired skills. I want to secure a position in a company that challenge my skills, updates my current knowledge.

## Experience

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- Reader Club** 10/07/2023 - 10/09/2023  
Sales and HR intern
- Fairmont Jaipur** 1/07/2021 - 1/12/2021  
Intern
- Dhosa Fincare Pvt. Ltd.** 1.02.2024 - Till now  
HR Executive

## Education

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- Brainware University** 2022-2024  
Master of Business Administration  
7.73 CGPA
- Himalayan University** 2019-2022  
Bachelor of Arts in Hotel Management  
67.084%
- Rabindranath Thakur Primary Teachers' Training Institute** 2017-2019  
Diploma in Elementary Education  
85.57%
- Hanschara M. D. High School** 2015  
W.B.C.H.S.E in Science  
72.4%
- Hanschara S.B.M. Girls' High School** 2013  
W.B.B.S.E in General  
81%

## Skills

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- MS - WORD
- MS- EXCEL
- MS - POWER POINT
- Talbrum HRMS Software Handling
- PF & ESIC Registration
- Onboarding ( Sourcing, Screening, Shortlisting, Interviewing)
- Attendance Management, Employee Engagement
- Payroll Management
- Social Media Management (Canva)

## Interests

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- Drawing
- Glass painting

## Activities

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- Time Management , •Decision Making , •Creativity , •Teamwork

## Languages

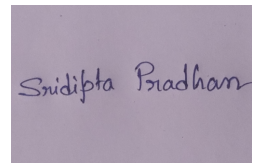
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- Bengali , •Hindi, •English

## Personal Details

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- Date of Birth : 17/03/1997
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu



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