### *Riyanka Sarkar - MBA HR Major*

Mobile +91 9038080406 Email: riyankasarkar@gmail.com

Gender: Female D.O.B: 18 Nov 1985 Nationality: Indian Status: Married

### Career Summary

I am creative, results-oriented person with 3+ years’ experience as an HR Executive. My particular strengths are in organizational development, supporting senior business management and vendor management. After 3+ years of work experience as an HR Executive I have finished my MBA in HR major to upgrade my knowledge and skillset along with the domain experience.

### Professional Experience.

**Metal and Steel Factory June-13 till July-13**

Summer Internship

I did a Survey on Employee Attitude Survey in order to understand the possibilities of increasing employee interest and their attitude towards work. The higher the involvement, the better the outcome and performance. This is the main motto of any employee engagement survey of a company and is done with the help of some aids, approaches and motivation, as well as interaction

Some of the other objective of my survey is as follows: -

* Access the Dimensions that influence employee perception, which in turn impacts employee attitude.

* The Process involved by the HR department, which states how and in what process and employee is taken through.
* The Statistical analysis of Employee Perception, which has a factor directly proportional to employee Attitude.

**Saka Footwear Jan-2008 - Dec-2010**

Employee & Vendor Relationship Manager.

I dealt with the vendors for the B2B business deals on behalf of Saka Footwear. Below are the roles which I was a part of during my Tenure.

**Operations -**

Vendor Agreements and Dealings.

Handling Employee Database (Hard Copy Files Management)

Leaves and Attendance Management

Handling the payroll

Managing advance Salary, Ad Hoc Bonuses, Loans

Industry Laws Incorporation

**Employee Relation -**

I was responsible for handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.

I was also expected to explain the various policies, strategies and benefits to employees.

I made sure that I stop all type of rumors and misleading communications.

I was a part of the team which motivated the employees on day-to-day basis.

**Professional Qualification**

* Completed soft skills training from NIIT Kolkata.
* Computer Skills: M.S Office, Xcel, M.S word, PowerPoint ,Fundamentals of computer
* Operating Systems: Windows XP, Windows 98, Windows7.

### Educational Qualification

| **Date** | **Institute, Board** | **Highest Qualification** |
| --- | --- | --- |
| 2012 - 2014 | BIMS, WBUT | MBA – HR Major |
| 2005 - 2008 | Bijay Krishna Girls’ College, Calcutta University | BA English Honors |
| 2004 - 2005 | Serampore Girls’ High School, WBCHSE | Higher Secondary |
| 2001 - 2002 | Surendranath Vidyaniketan High School, WBBSE | Secondary School |

### Area of interest

* *Photography*
* Listening & Singing Music
* Reading Story Books
* Painting

### Declaration

I hereby declare that all the above mentioned statements are true and have supportive documents

**Place: -** Kolkata Riyanka Sarkar

Date: - 16-Jun-14  *(Riyanka Sarkar)*