

# JOYEETA DAS

HR EXECUTIVE

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## PROFILE

Dedicated Human Resource Executive with over 2+ years of experience in areas of Talent Acquisition/Recruitment. Adept at meeting the needs of the business and fulfilling their requirements in terms of hiring. Experienced in managing employee and employer relations to achieve better results. Skilled in communication, multi-tasking and time management.

## WORK EXPERIENCE

### Feb 2022 - PRESENT

Deloitte India (on the payroll of Randstad India)

#### HR Executive

- Involved in sourcing candidates, screening profiles, scheduling interviews, conducting Weekend Drives, making weekly MIS reports, vendor management and doing business connects.
- Worked on Naukri Enterprise Recruiter, LinkedIn Recruiter and SAP Success Factor - Recruiting for sourcing purposes.
- Trained in HR salary discussion, salary benchmarking and offer roll out.
- Worked on hiring for Emerging ERP Service Line. Skills worked on are as follows: MS Dynamics 365 F&O, CRM, Power Apps Developer, .NET Developer - Backend & Full-Stack, Infor EAM, Workday Finance, UI/UX Designer, SharePoint Admin & Developer, Azure Integration, Azure DevOps, Power BI, Java Developer. Also worked briefly in Oracle & Testing, Finance & Performance, SCNO and SAP service lines.

## LANGUAGES

- English
- Hindi
- Bengali

## EDUCATION

2019 - 2021

AMITY BUSINESS SCHOOL, AMITY UNIVERSITY

- MBA (Human Resources)

2015 - 2018

AIESR, AMITY UNIVERSITY

- B.A. (Hons.) English

10th & 12th completed from New Green Field Public School, Saket

## SKILLS

- Naukri
- LinkedIn Recruiter
- SAP Success Factors - Recruiting
- Microsoft (Excel, Word, PowerPoint, Outlook)
- Google Forms
- WordPress
- Canva

## INTERSHIPS

Aug 2021 - Feb 2022

Deloitte India

#### HR Intern

- Involved in sourcing candidates, screening profiles and scheduling interviews.

Jun 2020 - Jul 2020

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#### Management Intern

- Worked on Talent Acquisition - headhunting for talent pool on LinkedIn and sending daily status reports to team.

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## ACHIEVEMENTS

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- Was President of HR Club, Amity Business School (Organized, managed, gathered sponsors and promoted events for the club) from 2020-21.
- Winner of “Best Reporter” Award at NSUI National Youth Parliament “SANSAD” in Feb, 2018.
- Completed workshop on Digital Content Writing (Henry Harvin Education) under the aegis of Amity Youth Festival in Mar, 2018.
- Awarded Scholarship for excellent academic performance in 4th Standard (2006-07), 6th Standard (2008-09) and 7th Standard (2009-10) at New Green Field Public School.