

Subha Sarkar

DOB 21.06.1997

Number: +91 9475508706
Email: subhasarkarind@gmail.com
Address: Sukantapally,Mathpara.Bankura.WB.
PIN-722101

PROFILE SUMMARY

Dynamic professional with 3.5 years of experience in Human Resources management and full-stack development, backed by an MBA in HRM. Skilled in HR operations optimization, compliance, and innovative solution development. Proven ability to drive efficiency and collaborate effectively across teams to achieve organizational goals.

EDUCATION

EIILM. Kolkata

Master of Business Administration -2022

- GOOGLE MEETS CLASS EXCELLENCE.
- A PROJECT ON EVALUATING THE DEVELOPMENT AND INVOLVEMENT OF THE EMPLOYEES AND MANAGEMENT THROUGH DIGITAL PLATFORMS.
- SUCCESSFULLY COMPLETED THE PROGRAM WITH A FOCUS ON HUMAN RESOURCES, ACHIEVING A GPA OF **7.49 OUT OF 10**.

University Of Engineering And Management, Jaipur

Bachelor Of Computer Application- 2020

- PROFICIENTLY COORDINATED CULTURAL EVENTS AS A FEST CULTURAL EVENT COORDINATOR, DEMONSTRATING STRONG ORGANIZATIONAL AND HR MANAGEMENT SKILLS.
- I ACTIVELY ENGAGED IN INDIA'S RENOWNED TECH FEST, HONING MY SKILLS IN PROJECT MANAGEMENT AND COLLABORATION WITHIN DIVERSE TEAMS. ADDITIONALLY, I ACQUIRED PROFICIENCY IN THE ADRIANO PROGRAMMING LANGUAGE, BROADENING MY TECHNICAL EXPERTISE AND ADAPTABILITY.
- CAMPUS AMBASSADOR AT ARDENT.

Bankura Banga Vidyalaya • WBCHSE Board

Senior Secondary (XII), Science - Year of completion: 2015

- ACHIEVING A HIGH SCORE OR WINNING A MATHEMATICS MERIT TEST, DEMONSTRATING PROFICIENCY AND UNDERSTANDING IN MATHEMATICAL CONCEPTS AND PROBLEM-SOLVING SKILLS.
- PRESENTING AN INNOVATIVE PROJECT OR EXPERIMENT AT A SCIENCE FAIR AND RECEIVING RECOGNITION FOR CREATIVITY, SCIENTIFIC INQUIRY, AND PRESENTATION SKILLS.
- WINNING FIRST PLACE IN A POETRY OR LITERATURE RECITATION COMPETITION
- LEADING OR PARTICIPATING IN COMMUNITY SERVICE PROJECTS AND RECEIVING ACKNOWLEDGMENT FOR CONTRIBUTIONS TO THE COMMUNITY, DEMONSTRATING LEADERSHIP, COMPASSION, AND A SENSE OF SOCIAL RESPONSIBILITY.

Bankura Zilla School • WBBSE Board

Secondary (X), Year of completion: 2013

- ENGAGE IN A DISTRICT WISE SCIENCE FAIR COMPETITION, WHERE STUDENTS SHOWCASE INVENTIVE PROJECTS AND EXPERIMENTS, DEMONSTRATING THEIR SCIENTIFIC ACUMEN AND CREATIVE PROWESS WHILE VYING FOR TOP HONORS.
- JOIN SCHOOL CRICKET TEAMS FOSTERING TEAMWORK, DISCIPLINE, AND PHYSICAL FITNESS.
- PARTICIPATE IN CHOIR, BAND, ORCHESTRA, OR DRAMA PRODUCTIONS TO SHOWCASE MUSICAL OR ACTING TALENTS AND COLLABORATE WITH PEERS IN CREATIVE PERFORMANCES.

LANGUAGE

- BENGALI (Native)
- ENGLISH
- HINDI

Subha Sarkar

SIGNATURE

WORK EXPERIENCE

Full stack Developer

Rutecho It Solution • Sep 2023 - Feb 2024

- LED THE DEVELOPMENT AND IMPLEMENTATION OF A FEATURE, REDUCING PAGE LOAD TIME BY 30% AND IMPROVING USER SATISFACTION SCORES BY 20%.
- CONCEPTUALIZED AND BUILT A MODULAR COMPONENT LIBRARY, RESULTING IN A 40% REDUCTION IN TIME FOR SUBSEQUENT PROJECTS.
- UTILIZE VERSION CONTROL SYSTEMS LIKE GIT FOR MANAGING CODEBASE CHANGES AND COLLABORATING WITH TEAM MEMBERS.

Human Resource Executive

Future Tradex Private Limited, • Feb 2022 - Sep 2022

- ENTERING EMPLOYMENT DATA INTO THE COMPANY DATABASE.
- ORGANIZING MEETINGS AND TAKING MINUTES.
- SETTING UP RECRUITMENT AND TRAINING EVENTS.
- COORDINATING LOGISTICS FOR NEW HIRE ORIENTATIONS.
- UPDATING EMPLOYEE HOLIDAY AND SICKNESS RECORDS

Human Resource Internship

LiveDGS, Kolkata • Nov 2021 - Jan 2022

- DEvised AND IMPLEMENTED STRATEGIC HR PROGRAMS AND PROMOTED HEALTH AND WELLNESS INITIATIVES, WHICH REMARKABLY ENHANCED EMPLOYEE ENGAGEMENT.
- REACHING OUT TO THE PUBLIC VIA MARKETING TO DELIVER THE MESSAGE OF THE COMPANY'S COMMITMENT TO SOCIAL RESPONSIBILITY.
- CONNECTING WITH CSR HEADS/COMMITTEES OF MNCs/BRANDS IN INDIA.
- DAY-TO-DAY MANAGEMENT OF THE TEAM, MONITORING GROWTH AND PROGRESS.

Software Development Engineering

Regularhub PVT.LTD • Apr 2019 - Feb 2020

- WORK WITH DEVELOPERS TO DESIGN ALGORITHMS AND FLOWCHARTS.
- TROUBLESHOOT, DEBUG, AND UPGRADE EXISTING SOFTWARE.
- TESTING SOFTWARE AND FIXING PROBLEMS
- REFINED EXISTING TUTORING PROGRAMS.

Freelance Consultant

Fiverr, Upwork Platforms • Aug 2018- Present

- DEMONSTRATED EXPERTISE IN TALENT ACQUISITION BY EFFECTIVELY SOURCING AND RECRUITING CANDIDATES FOR VARIOUS ROLES, ENSURING ALIGNMENT WITH CLIENT REQUIREMENTS AND ORGANIZATIONAL CULTURE.
- ENGAGED STAKEHOLDERS THROUGH CLEAR COMMUNICATION AND PROACTIVE PROBLEM-SOLVING, FOSTERING COLLABORATIVE RELATIONSHIPS AND ENSURING PROJECT OBJECTIVES WERE MET ON TIME AND WITHIN BUDGET.
- PROVIDED COMPREHENSIVE VIRTUAL ASSISTANT SERVICES, MANAGING CALENDARS, EMAILS, AND ADMINISTRATIVE TASKS WITH EFFICIENCY AND CONFIDENTIALITY.
- POSSESS A STRONG UNDERSTANDING OF DIGITAL MARKETING PRINCIPLES, LEVERAGING SOCIAL MEDIA PLATFORMS AND EMAIL CAMPAIGNS TO MAXIMIZE BRAND EXPOSURE AND CUSTOMER ACQUISITION.

SKILLS

- Full-Stack Development.
- Compliance and Labor Law Knowledge.
- End-to-End Recruitment.
- Project Management
- Data Analysis and Reporting.
- Digital Marketing.