

Bhaskar Chandra Barad
Male, 23

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Academic Record			
Masters in Personnel Management & Industrial Relations (PMIR)	2023	BJB Autonomous College, Bhubaneswar, Odisha	76.91%
B.com (Accounting Hon's)	2021	Nayagarh Autonomous College, Nayagarh	73%
Class XII (Commerce)	20218	Nayagarh Autonomous College, Nayagarh	78%
Achievements	Achieved 4 th rank merit scholarship in intermediate from Ministry of Education. (state level-2018)		
Key Skills	SAP-HR, HR Operations, Claims, Communication, Employee Relations, Recruitment and Selection, HR Information Systems (HRIS), Legal and Compliance Knowledge		
Work Experience (1-Year)			
GAIL (India) Ltd.		Role: HR Trainee (Apprenticeship)	Currently working
Responsibilities	<ul style="list-style-type: none">▪ Administrative Support: Assisted in day-to-day administrative tasks such as filing, maintenance of Employee personal records in SAP-HR ,bill processing. etc.▪ Talent Acquisition: Conducted the apprenticeship recruitment (NAPS, NATS 2.0) process by posting job openings across various roles (Finance, Engineering & IT), screening resumes, scheduling interviews, stipend process in co-ordination with various department HOD's▪ Selection & Onboarding: Created offer letters and ensured smooth joining & on-boarding of more than 20 candidates across various technical & support departments▪ Talent Management & PMS: Prepared various MIS employee reports during promotion and performance evaluation cycle at the end of every FY for both executives & non-executives of GAIL Mumbai region▪ Contract Management: Assisted in Contract creation for various support related contracts, ensured compliance check in respect of various statutory & applicable labor law provisions▪ Employee Engagement: Assisted in conducting various employee wellness initiatives such as ‘Spandan’ – Employee Wellness Hour, ‘OJAS’ – Youth Engagement Platform exclusively designed for the engagement of Young Executives of GAIL, organizing Independence Day, New year Celebration, Employee Birthday celebration and various in-house events		
Summer Internship (2 Months)			
National Aluminium Company Limited		HR Intern	7 th April 23 –7th June 23
Responsibilities	<ul style="list-style-type: none">▪ Designed & Implemented a project on Employee Satisfaction: Collected the data from employees by through personally interact & questionnaire to assess their satisfaction levels & improvement of benefits. In this report has been prepared base on 150 employees of this organization by questionnaire method. A report summarizing the findings, including the employee satisfactions and how-to improvements it.		
Learning	<ul style="list-style-type: none">▪ To learn about HR practices related to employee engagement and satisfaction, and contribute ideas for improvement.▪ This role provides valuable learning opportunities in HR research, analysis, and preparation of report.		