

Bishwajeet Dutta

1021/680 Daraganj, Prayagraj
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Achievements

2021

Participated in Poush Parban
Mela
Organised by Bengali Social
and Cultural Association
Jagat Taran Golden Jubilee
School Campus, Prayagraj

2014

Participated in Workshop on
latex & Network Security
UPTEC, Civil Lines, Prayagraj

2012 -2013

Participated in Bike Athon
Bicycle Rally
Prayagraj

Skills

Benefits Administration
Recruitment and staffing
Employee Retention
Employee benefits
management
Organizational Development
Retention Strategies

Education

2024

MBA (Master of Business Administration)
1st year (Amity University), Noida

2015

BCA (Bachelor of Computer Applications)
SUBHARTI University, Meerut
Division - First

2014

**Diploma (Advance Diploma in Computer
Information & System Management)**
Web Net Computers, Civil Lines, Prayagraj
Division - First

2012

Intermediate
Board of High School & Intermediate Education, Uttar
Pradesh
Division - First

2009

High School
Board of High School & Intermediate Education, Uttar
Pradesh
Division - Second

Experience

May 2023 – April 2024

HR Manager Vinayak SuperSpeciality Hospital, Prayagraj

- *Advised managers on how best to motivate employees and increase their satisfaction levels.*
- *Collaborated with other departments to create a positive work environment that promotes collaboration among teams.*
- *Managed performance reviews, disciplinary actions and salary negotiations.*
- *Responded promptly to employee inquiries about policies or procedures.*
- *Conducted recruitment process for new hires, including job postings, interviews and background checks.*
- *Drafted job descriptions based on current roles within the organization.*
- *Analyzed employee surveys to identify areas of improvement in workforce productivity.*
- *Maintained relationships with external stakeholders regarding employment issues or concerns.*
- *Provided guidance on labor law regulations to ensure compliance with applicable laws.*
- *Reviewed applications for positions within the company according to pre-determined criteria.*
- *Monitored attendance records and leave requests for accuracy and completeness.*
- *Created and maintained personnel records, such as hiring documents, benefits information and payroll data.*
- *Organized and facilitated team-building activities, including monthly staff meetings.*
- *Assisted in the development of policies related to human resources management.*
- *Coordinated training programs for new employees and existing staff members.*
- *Recruited applicants for vacancies to fill open positions with qualified staff.*
- *Created and updated personnel files by entering information in HRIS.*
- *Communicated with supervisors to plan and review employee evaluations.*
- *Prepared and led new employee orientation to familiarize with company policies, procedures, culture and campus.*
- *Administered employee benefits and led open enrollment process, informing and coaching employees.*
- *Proactively identified and solved complex HR problems that impacted operations management and business direction.*

February 2021 – April 2023

Started my own Home Care business As name of Ayuda Medtech, Prayagraj

- *Advised managers on how best to motivate employees and increase their satisfaction levels.*
- *Managed performance reviews, disciplinary actions and salary negotiations.*
- *Responded promptly to employee inquiries about policies or procedures.*
- *Conducted recruitment process for new hires, including job postings, interviews and background checks.*
- *Ensured compliance with all state and federal employment laws including wage and hour regulations.*
- *Prepared reports summarizing recruitment activities, turnover rates, absenteeism trends.*
- *Analyzed employee surveys to identify areas of improvement in workforce productivity.*
- *Developed employee orientation and training programs for new hires.*
- *Assisted in employee recruitment, hiring and interview processes.*
- *Launched innovative incentive program to achieve low turnover rate in highly competitive market.*

January 2020 – December 2020

HR Manager Nursing Home Care, Prayagraj

- *Advised managers on how best to motivate employees and increase their satisfaction levels.*
- *Managed performance reviews, disciplinary actions and salary negotiations.*
- *Responded promptly to employee inquiries about policies or procedures.*
- *Conducted recruitment process for new hires, including job postings, interviews and background checks.*
- *Ensured compliance with all state and federal employment laws including wage and hour regulations.*
- *Prepared reports summarizing recruitment activities, turnover rates, absenteeism trends.*
- *Analyzed employee surveys to identify areas of improvement in workforce productivity.*
- *Developed employee orientation and training programs for new hires.*
- *Assisted in employee recruitment, hiring and interview processes.*
- *Launched innovative incentive program to achieve low turnover rate in highly competitive market.*

April 2019 – January 2020

System Manager Jaypee Motors (Royal Enfield), Prayagraj

- Prepared payroll information based on approved timesheets each week.
- Provided guidance on disciplinary actions when needed.
- Resolved conflicts between employees in a professional manner.

May 2016 – April 2019

Worked at Cyber Café as Name of Solution Zone, Prayagraj

- Filling Online forms, Internet access: Customers can purchase internet time by the hour, minute, or longer.
- Computer rental: Individuals can use computers for a specified time, which can be useful for those who don't have access to a personal computer or need additional devices for specific tasks.
- Printing, scanning, and photocopying
- Software installations
- Technical support
- Webmail, instant messaging, and office programs
- Computer games etc.

LEISURE ACTIVITIES

MUSIC: - Listen Light Music

HOBBIES: - Bike Riding & Computer Games

Parents Details

FATHER NAME: - MR. VIJAY MANI DUTTA

OCCUPTION: -PRIVATE ELECTRITION

MOTHER NAME: - MRS. SARASWATI DUTTA

OCCUPTION: -Staff Nurse

MARITAL STATUS: - SINGLE

Declarations

I hereby declare that all the information furnished above is true & correct by the best of my knowledge.

PLACE: Allahabad

(Bishwajeet Dutta)