

ROJALIN PAL



Linkdin: Rojalin pal

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DOB : 27/06/2004

PROFILE

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal. I am a dedicated and experienced Human Resource Recruiter with a background in Integrated Master of Business Administration (IMBA). With a proven track record of effectively multitasking, strong communication skills, leadership abilities, and a customer- oriented approach, I excel in building successful teams. My passion for teamwork and talent acquisition make me a valuable asset in the HR field. I am committed to finding the best talent to drive organizational success and growth.

EDUCATION DETAILS

SRUSTI ACADEMY OF MANAGEMENT

Bhubaneswar, India

Integrated Master of Business Administration(IMBA) **CGPA - 7.8**

Oct 2021 - June 2026

RELEVANT COURSEWORK

- HUMAN RESOURCES(HR)
- MARKETING

EMPLOYMENT

HUMAN RESOURCE EXECUTIVE

JULY 2023 - Present

3XM HR SOLUTION (Bhubaneswar, Odisha)

- Recruitment Staffing: Sourcing, interviewing, and hiring.
- Onboarding: Integrating new hires with orientation and training.
- Performance Management: Oversee reviews, goals, and evaluations.
- Health Safety: Ensuring workplace safety and wellness
- Employee Relations: Resolving issues and fostering a positive culture.
- Compensation Benefits: Managing payroll, benefits, and competitive pay.
- Policy Development: Creating and updating HR policies.
- Employee Engagement: Boosting morale and retention.

TECHNICAL SKILLS

- Microsoft Office
- Businesses analytics with excel
- Data visualization with power bi
- MYSQL

SKILLS

- Strong motivation
- Leadership
- Communication skill
- Teamwork
- Product Management
- SEO
- SMO
- Onboarding
- HRM/HRD
- Staffing and recruiting

INTERNSHIPS

HUMAN RESOURCE EXECUTIVE INTERN

OCT 2022 - DEC 2022

PANTALOONS (Bhubaneswar, Odisha) : Files documents and answers client and employee inquiries. Schedules interviews and confirms applicant availability. Gathers and organizes job applications. Writes employee communications and correspondence about updates in HR policies.

TELE-SALES EXECUTIVE

AUG 2023 - NOV 2023

INDIA MART (Remote) : Responding to customer inquiries and addressing their concerns. Following up on leads and maintaining customer relationships. Meeting sales quotas and goals set by the company.

HUMAN RESOURCE EXECUTIVE INTERN

NOV 2023 - FEB 2024

SUVIDHA-FOUNDATION (Remote) : Creating and posting job advertisements on various platforms to attract candidates. Reviewing applications and resumes to shortlist candidates based on job requirements. Actively searching for potential candidates through various channels such as social media, job boards, and professional networks.

TELE-SALES EXECUTIVE

APR 2024 - JUN 2024

PERFECT METALLIUM(Bhubaneswar, Odisha) : Staying updated on product details and company services to provide accurate information to customers. Meeting sales quotas and goals set by the company. Managing customer complaints and providing solutions to ensure satisfaction.

PROJECTS

Recruitment and Placement : In this project I have to understand the recruitment process and how the job is delegating the able person.

LANGUAGE

- ENGLISH
- HINDI

CERTIFICATIONS

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|--------------------------------------|----------|
| • OSCIT | AUG 2021 |
| • Business Analytics With Excel | MAR 2023 |
| • My SQL | JUL 2023 |
| • HTML Course Completion Certificate | SEP 2023 |

INTERESTS

- Watching motivational video.
- Reading Motivational and Other Books.
- Gardening.
- Listening Music.

ADDITIONAL INFORMATION

- A customer oriented, multitasking fresher with MBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.