

**Pallab Dutta**[pallabd1997@gmail.com](mailto:pallabd1997@gmail.com)

Hyderabad

9888919692

**ACADEMIC CREDENTIALS**

Year	Degree	Institute	Score
2021 - 2023	MBA	Narsee Monjee Institute of Management Studies (NMIMS), Hyderabad	2.80/4.0 CGPA (70%)
2015 - 2019	BE Electronics(I&C)	Thapar Institute of Engineering and Technology, Patiala	5.66 CGPA
2015	XII-CBSE	Delhi Public School, NTPC Vidyut Nagar, G B Nagar, UP	73.40%
2013	X-CBSE	Delhi Public School, NTPC Vidyut Nagar, G B Nagar, UP	10 CGPA

**ACADEMICS**

Certifications	<ul style="list-style-type: none"> <li>Bloomberg Market Concepts (Bloomberg LP, 2022)</li> <li>Hiring Practices (Coursera, 2022)</li> <li>Foundations: Data, Data, Everywhere (Google, Coursera)</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Analytics (Coursera, 2022)</li> <li>Human Resources: Using Metrics to Drive HR Strategy (LinkedIn Learning, 2022)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>End to End Recruitment</li> <li>Organizational Behavior/Employer Branding</li> <li>Strategic Management</li> <li>Legal Aspects of Business (Industrial Laws)</li> </ul>	<ul style="list-style-type: none"> <li>HR Strategy</li> <li>Data Analytics (Basics of R, proficient in MS office)</li> <li>Compensation and Benefits/Payroll</li> <li>Learning and Development</li> </ul>
Academic Projects & Accolades	<ul style="list-style-type: none"> <li>Design Project-Built a model to change in the current scenario of streetlights in India.</li> <li>Capstone Project-Made a voice recognition-based security system.</li> </ul>	2019 2018
	<ul style="list-style-type: none"> <li>Gold Medal. Scholar for Six consecutive years.</li> </ul>	2013
Training	<ul style="list-style-type: none"> <li>Vocational Training on HR Practices in NTPC. (Employee Development Centre, NTPC Korba).</li> <li>Training on Role of Control and Instrumentation in Power Plant.</li> <li>Industrial Training on Power Plant Familiarization of Combined Cycle Power plant and C&amp;I at NTPC Dadri.</li> </ul>	2018 2018 2017

**WORK EXPERIENCE**

Recruitment Consultant-IT	<b>The Edge Partnership</b>	3 <sup>rd</sup> April 2023-
End-To-End Recruitment	<ul style="list-style-type: none"> <li>Handled End-To-End Recruitment cycle for BFSI Sector Clients.</li> <li>Presentations for Team/Client Meetings.</li> <li>Familiar with LinkedIn Recruiter, Naukri. Handled Daily Job Postings, Mass Mailings.</li> <li>Worked on Infinity Voyager (Database and Application Tracker) and TrackerRMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>Schedule meetings and Interviews.</li> <li>Worked on Diversity projects for Clients (Headhunting).</li> <li>Document Verification and Handing over to Client poc.</li> <li>Contract/Salary Negotiations.</li> </ul>	
Trainee Site Engineer	<p align="center"><b>SR ELECTRICALS</b></p> <ul style="list-style-type: none"> <li>Handled jobs pertaining C&amp;I area.</li> <li>Worked on the site and control room.</li> <li>Applied my familiarization of combined cycle of Power Plant and C&amp;I.</li> </ul>	<b>July 2019-July 2020</b>

**INTERSHIP PROJECTS**

Associate Intern	<b>Symphoni HR</b>	4 <sup>th</sup> April'22-31 <sup>st</sup> May'22
End-To-End Recruitment	<ul style="list-style-type: none"> <li>Handled End-To-End Recruitment cycle for IT Sector Clients.</li> <li>Handled Daily Job Postings and Mass Mailings.</li> <li>Worked on Job Portals such as Monster and Naukri.</li> </ul>	
Business Development	<ul style="list-style-type: none"> <li>Head Hunting (For Cloud-Computing based Senior Job Roles).</li> <li>Client Mapping (IT &amp; Fintech Sector).</li> <li>Competitor Mapping.</li> </ul>	

**POSITION OF RESPONSIBILITY**

DPSVN	<ul style="list-style-type: none"> <li>Part of classical music group in school. Received senior diploma (Tabla) at the end of it.</li> </ul>
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EXTRACURRICULAR ACTIVITIES		
Social	<ul style="list-style-type: none"> <li>▪ 'We-Care' Internship at Social Educational Welfare Association (SEWA), NTPC Barh,</li> <li>▪ The main objective of the study was to monitor and evaluate the status of sanitation facilities in the selected schools. So, this study is conducted with objective to find out status of constructed SVA toilets with sanitation &amp; hygiene facilities &amp; condition in selected schools.</li> </ul>	2022
Hobbies	<ul style="list-style-type: none"> <li>▪ Self-Learning Community Management and Data Analytics.</li> <li>▪ Read Fantasy Novels. Favorite authors: Brandon Sanderson, George Martin, Terry Pratchett, VE Schwab.</li> <li>▪ Gaming and rock music.</li> </ul>	