



Abhishek Das

As an MBA in HRM having completed graduation in Civil Engineering , I worked for 3 years as an HR professional in the corporate sector in a leading Indian Health Insurance company , and leveraged my technical knowledge & applied my skills fruitfully. As a then newcomer in the industry, I was always open to learning and went on the little extra mile to achieve my goals. However, I took a life-changing decision to engage myself professionally in the Public Sector to serve the people in my State and by extension my Country.



Kolkata, West Bengal, India <https://abhishekdas552.wixsite.com/abhishekdas552>



Work Experience



Lower Division Clerk • Department of Health and Family Welfare - Government of West Bengal

November 2024 - Present

Lower Division Administrative Clerk in the Office of the Principal -RG Kar Medical College & Hospital - Department of Health and Family Welfare - Government of West Bengal.



HR Executive • Niva Bupa Health Insurance

October 2021 - April 2024

- Part of Talent Acquisition, HRBP & COTT Team of Niva Bupa East Zone.
- Sourcing Candidates from vendors, setting up interviews, generating offer letter, completion of onboarding and documentation of new joiners.
- Maintaining proper TAT from Shortlisting and joining of the candidates.
- Synchronizing point of view of Talent Acquisition and HRBP Team with the Business Leaders from the ground level for achieving greater management goals



HR Intern • Niva Bupa Health Insurance

June 2021 - July 2021

- Critical support role during the Joining process from Pre-Offer generation to Onboarding.
- Creating comprehensive database about vaccination status of the employees of Entire Northern and Eastern Zone of the company
- Critical support role during the interview processes of experienced as well as fresher candidates



HR Intern • One97 Communication Paytm

September 2020 - November 2020

Recruitment of SM, ACM, ZCM, Bulk Recruiter.

Filing preliminary Interview Report.

Conducting reference check.

Scheduling interviews with department heads.



Vocational Trainee • KMDA

June 2018 - July 2018

Site Visits to MAA Flyover West Ramp Construction

Education



2020 - 2022

IIILM KOLKATA

Human Resources, Marketing



2015 - 2019

Techno International Batanagar

B.Tech in Civil Engineering



2012 - 2014

Nava Nalanda (H.S Department)

Higher Secondary



2007 - 2012

Nava Nalanda High School

Secondary

Skills

- Excel
- PowerPoint
- Word
- Human Resources
- Talent Acquisition
- HRBP
- Onboarding
- Communication
- Negotiation

Languages

- English – Native or Bilingual
- Bengali – Native or Bilingual
- Hindi – Professional
- German – Beginner