

Santosh sasmal

HR officer

📞 7567755256 | ✉️ sasmalsantosh42@gmail.com

📅 05-Jun-1998

📍 Village -Rangipur po-Rangipur Landmark -Haladiyapadar, Berhampur 760003 odisha Indian

📌 Summary

Accomplished HR department operations director responsible for recruitment, employee relations, performance management, and new employee orientation. Train HR specialist on payroll and benefits administration, maintain employee records and manage corporate HR initiatives including diversity recruitment and employee retention.

📁 Experience

○ HR officer Avenue supermart Ltd (Dmart). Retail Company At Bangalore Karnataka • Daily managing Attendance to the all manpower (Biometric and Excel) • Every Month Managing Payroll All Employee • New joining and old employee managing training • New employee managing joining formalities • Manpower Planning • End to End Recruitment Process • Employee Engagement Activity • Leave management to the all employee • Exit Formalities Full and final settlement • Implementation HR Policies • Statutory compliance	Apr 2024 - Present (1 Years,4 Months)
○ HR Assistant RVPR Construction PVT Ltd . construction Company" at Ballari DIST ,Karnataka • Manpower Planning • Payroll processing • Training • End to End Recruitment • Conflict Resolution • Joining formalities • Leave management • Interview to the new employee	Mar 2022 - Apr 2024 (2 Years,1 Months)
○ HR Assistant Suzlon Energy Limited Manufacturing company at Bhuj, Gujarat • Manpower Counting • Attendance managing • Recruitment, training, leave management, • Training	May 2017 - Aug 2019 (2 Years,3 Months)

○ Production supervisor

Mar 2016 - Apr 2017
(1 Years,1 Months)

Suzlon Energy Limited

- Managing worker
- Managing production

🏠 Education

○ 10TH

Jun 2013 - Jun 2014

Balaji Vidya Pitha Konish

61%

○ 12Th

Jun 2019 - Jun 2021

Kholikote junior college

48%

○ BBA (Bachelor Of Business Administration)

Jun 2021 - Jun 2024

Disha Management and technology

71%

📋 Core HR Activity

- Manpower Planning
- End to End Recruitment Process
- Joining formalities
- Employee Engagement Activity
- Statutory compliance
- Implementation HR Policies
- Payroll processing
- Attendance management
- training
- Leave Management

🗣️ Languages

- Hindi
- English
- Odia
- Telugu

📄 Declaration

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief."

Signature:



Santosh sasmal