

RAJDIP MAZUMDER

Pursuing Master of Business Administration

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As a highly interested applicant currently pursuing MBA specialised in Human Resource Management passed out from ICAI University, Tripura, I am positively looking forward and eager to work under any prestigious company. During my 1st year of post graduation, I have successfully completed 14 live projects on various subjects of management studies. During my second year, I have successfully completed my 45 days Summer Internship Project in a well known reputed Public service Undertaking ONGC: Assam Arakhan Fold-Belt Exploratory- Asset and also hails a certificate from the company. I would very much eager in outing all my academic knowledge and practical learnings in your business in the best possible way for the organisational benefit.

HIGHLIGHTS

- I belief that I am a very good communicator which is the quality required in a business.
- I belief to be adjustable and adaptable as per the environment of the business.
- I belief to be very responsible in taking up the task and completes within given period of time.
- I belief that I am very good in knowing human need and motivate them accordingly.

Career Objective:

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- Seeking the position of “HR Manager” in your esteemed organization, where I can utilize my expertise to analyze the various HR issues in the company.

Education:

2018-2020

Master of Business Administration

ICFAI University, Agartala, Tripura

Pursuing

(During my first year of MBA I have completed fourteen live Project which was both primary and secondary based.)

2015-2018

Bachelor of Business Administration

Gurucharan College, Silchar

CGPA-7.05%, Percentage-66.975%

(During my graduation, completed a research based project which was published on an international journal)

2013-2015

Higher Secondary (12th)

Ramanuj Gupta Junior College, Silchar, Assam

Science, 1st Division

CGPA-8.31, Percentage- 79%

2013

Madhyamika (10th)

Silchar Collegiate School, Silchar, Assam

1st Division

CGPA- 8.21, Percentage- 78%

Training/Workshops:

18th May 2017-

27th June 2017

“Job Oriented English Proficiency and Finishing School Course”

By India Can- A Division of Pearson (This training helped me to learn proper usage of English words and also helped to speak English in articulate manner and with less fumbling)

Work Experience:

Internship

27th May 2019-

19th July 2019

ONGC, Silchar, Assam

Human Resource Trainee

(During the internship, I was under an HR executive of ONGC, Silchar and my job was to provide and process the terminal benefits to the retired employees of all the departments. Apart from that, I was also asked to reimburse the medical bills of the employees for both indoor and outdoor treatment which required a permission letter and office to be given to the employees before going for treatment. I was trained to prepare the permission letter and office order.)

Seminar:

- Attended national seminar of “The Institute of Chartered Accountant Of India” organised by Assam University.
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Research Expertise:

- **Project Title:** “Student’s perception in selecting higher education courses: A study on the cachar district of Assam.”
 - **Organisation:** Gurucharan College, Silchar.
 - **Location:** Silchar
 - **Functional Area:** Identifying factors determining/ influencing student’s perception.
 - **Project Development:** During the research work, I had to filed up and collect questionnaires for identifying which factor has more impact on the student’s perception.
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Language Proficiency:

I belief that I am an excellent communicator in the following languages:

- English
 - Hindi
 - Bengali
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Extra-Curricular Activities:

- Taken part in various types event during my graduation and post-graduation.
 - I take keen interest in dancing and singing.
 - I was the member of various organising committee for any programme during my study at ICFAI, Tripura.
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References:

1. **Dr. Sujit Deb**
Associate Professor
Faculty of Management Studies
ICFAI University, Tripura
Ph.:- +91-9862211451

2. **Mr. Abhijit Bhattacharjee**
Assistant Professor
Faculty of Liberal Arts.
ICFAI University, Tripura
Ph.:- +91-9612489755

Declaration:

I hereby declare that, all the information mentioned above is true to best of my knowledge and belief.

Place: Kailasahar

Date: 24/09/19

Signature
(Rajdip Mazumder)