**RESUME**

**RINKY KUNDU**

**Address: H.N0 6/113,lllrd Floor**

**DDA Flats**

**Madangir,Opp:Pushp Vihar Sec-4**

**Pin no:110062 Email:rinkykundu91@gmail.com**

**Mobile:9910631446/7032750278**

**CAREER OBJECTIVE**

Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and stimulates personal and professional growth**.**

**ACADEMIC PROFILE**

* **MHA(MASTERS IN HOSPITAL ADMINISTRATION**) from NSHM COLLEGE OF MANAGEMENT AND TECHNOLOGY,DURGAPUR,WEST BENGAL
* In 1st semester 75%
* In 2nd semester 71%
* In 3rd semester 75%
* In 4th Results Awaited
* **B.SC IN ZOOLOGY HONOURS** FROM SIDO KANHU MURMU UNIVERSITY ,DUMKA,JHARKHAND WITH PERCENTAGE OF 76%
* **INTERMEDIATE**(JHARKHAND ACADEMIC COUNCIL) FROM SANTHAL PARGANA COLLEGE ,DUMKA ,JHARKHAND WITH PERCENTAGE OF 62%
* **MATRICULATION**(JHARKHAND ACADEMIC COUNCIL) FROM ST.TERESA GIRL’S HIGH SCHOOL,DUMKA, JHARKHAND WITH PERCENTAGE OF 77%

**COMPUTER SKILLS**

* 1 YR COMPUTER TEACHER TRAINING COURSE

**JOB DESCRIPTION**

* PREPARATION OF SALARIES
* PERSONAL FILE MANAGEMENT &UPDATION
* CLARIFYING EMPLOYEES QUERIES
* RESIGNED EMPLOYEES FULL AND FINAL SETTLEMENTS
* NEW EMPLOYEE JOINING FORMALITIES
* LEAVE MANAGEMENT

**MYSELF**

An unbeat , self-assured and ambitious woman. Assertive in nature, clarity in thought, problem solving approach in work and ability to plan and implement. Ambition in life is to reach the heights in the field I am working, for which prerequisites would be, honesty, hardworking and determination to success.

**EXTRA CIRCULAR ACTIVITIES:**

* 2 MONTHS TRAINING IN AMRI HOSPITAL ,KOLKATA,SALTLAKE
* 15 DAYS TRAINING IN CENTRAL HOSPITAL ,KALLA ,ASANSOL

**PROJECT WORK:**

* IN MAN POWER PLANNING AND RECRUITMENT
* NABH

**WORK EXPERIENCE**

I have 8 months of experience in HUMAN RESOURCE Department As a HR-Executive At PRIME HOSPITALS,AMEERPET,HYDERABAD .Since 3rd January 2015-till Date

**PERSONAL DETAILS**

NAME : RINKY KUNDU

DATE OF BIRTH : 3RD DECEMBER 1989

GENDER : FEMALE

FATHER’S NAME : DIPAK KUNDU

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH,HINDI,BENGALI,TELUGU

HOBBIES : WATCHING TV, LISTENING MUSIC,READING BOOKS

STRENGTHS : SELF CONFIDENCE, HARDWORKING.