

Suraj kumar Pal

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PROFESSIONAL SUMMARY

Enthusiastic and dedicated MBA graduate specializing in Human Resources, eager to launch a career in HR management. Seeking an entry-level position to utilize knowledge in talent acquisition, employee engagement, and organizational development.

EXPERIENCE

HR- Intern/Trainee (Powergrid Corporation of India Limited)

June 2023– Jul 2023

- Served as Hr Trainee Conducted comprehensive literature review.
- collecting surveys to gather data on employee engagement workforce
- Provide detailed findings and insights conclusion from data analysis.

Assistant Store Manager Operations Intern Blinkit

June 2024 – Aug 2024

- Managing End to End store operations in Warehouse
 - Hiring Delivery partners and onboard them
 - Monitoring real time orders and store metrics including Surge, Customer complaints feedback , OPH
 - Responsible for cash management and inventory
 - Route Planning guidance, Roaster planning, also managing waste orders
 - Maintaining store timings for result in improvement of 10 min delivery
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EDUCATION

➤ National Institute of Technology Jalandhar

July 2022- July 2024

Master of Business Administration (Major – Human Resource) CGPA 7.08/10

➤ Doaba College/ Guru Nanak Dev University Amritsar

July 2019 – July 2022

Bachelor of Commerce (Accountancy and Banking) 65 %

SKILLS

- **Technical Skills** - PowerPoint, MS-Excel, MS Word, Chat gpt for Hr , Ms office, Canva
- **Functional Skills** - Leadership and Teamwork, Recruitment, Training and Development, Employee Grievances, Attendance Management, Manpower handling, On boarding and Documentation , Store operations, last mile,

PROJECTS

- A Impact of Talent Management Practices on Employee Engagement and Employee Retention.
 - B The Study of Work life Balance at Powergrid Corporation of india limited
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EXTRA- CURRICULAR

- Certification in labour and Development from VVGNLI Noida
 - Member of HR Club at NIT Jalandhar
 - Certification in Human Resources Management From Great learning
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LANGUAGES KNOWN

- Hindi , English, Punjabi