



Riya Sengupta

Post Graduate Diploma in Management in Human Resource | 2022-24

Email: riya.sengupta0298@gmail.com | Mobile No: 8583059442

LinkedIn: <https://www.linkedin.com/in/riya-sengupta0298>

Career Objective: Seeking a challenging Human Resource position that enables me to contribute to the organization’s success through workforce planning and talent evaluation.

Effective Planner | Organized Worker | Analytical Thinker

Education	Board	Institute	Percentage/ CGPA	Year
PGDM	JAGSoM	Jagdish Sheth School of Management, Bengaluru	7.9	2024
B. Com (Hons)	Calcutta University	Shri Shikshayatan College	6.0	2020
HSC	ISC	G.D. Birla Centre for Education	80%	2017
SSC	CBSE	Vivekananda Kendra Vidyalaya	9.2	2015

PROFESSIONAL EXPERIENCE

Company	Toyota Motor Pvt. Ltd.	Oct 23 - Dec 23
Designation	Learning and Development Intern	

- Played a key role in the creation of educational content, developing over 18 modules and structuring two comprehensive courses.
- Conducted thorough research on best practices in office efficiency and Lean principles to inform curriculum development.
- Provided support in generating engaging and interactive training materials.
- Actively participated in pilot testing, incorporating feedback to refine and enhance the quality of the training content.

Company	Tech Miles Solution	Jan 21 – Sep 21
Designation	HR Executive Trainee	

- Managed the complete employee life cycle, overseeing attendance tracking and payroll generation.
- Utilized a timesheet management application to ensure accurate attendance records.
- Streamlined payroll processes, reducing discrepancies and enhancing overall HR efficiency.

ACADEMIC PROJECTS

Request For Problem – Metaverse in Recruitment

- Successfully generated and proposed solution to use metaverse in recruiting which will result increase in efficiency of the recruitment process.
- Researched and analyzed traditional recruitment methods and metaverse technology, developing actionable recommendations informed by industry trends and real-life examples.
- Crafted strategies for brand promotion, virtual events, interaction guidelines, and metaverse platform selection, stressing innovation-practicality balance in HR evolution, through stakeholder collaboration to grasp organizational goals and recruitment hurdles.

Community Engagement at Sadhana Forest

- Developed insights into ecological restoration and sustainable living practices through participation in Sadhana Forest's community engagement initiatives.
- Acquired a deep understanding of the importance of community engagement in environmental preservation.
- Demonstrated commitment to ecological awareness and sustainable living through active engagement.

Kanyathon (Student-Driven Charitable Event)

- Spearheaded HR responsibilities for both the Technical and Finance teams.
- Conducted interviews and played a key role in the selection process for team members in both departments.
- Established and monitored weekly goals, ensuring alignment with overall event objectives.
- Managed timesheets to track team activities, fostering accountability and efficient workflow.
- Volunteered on the event day with the hospitality team, contributing to the overall success and participant experience.

CERTIFICATIONS / SKILLS

Certifications	<ul style="list-style-type: none"> • Instructional Design Foundations and Applications from <i>Coursera</i> • Agile Organization from <i>Coursera</i> • Managing Talent from <i>Coursera</i> • Managing Employee Compensation from <i>Coursera</i>.
Technical Skills	<ul style="list-style-type: none"> • Data Interpretation and Visualization - Microsoft Excel, SPSS, Power BI • Languages Known – R