

SOMA PAUL

HR FRESHER | HR EXECUTIVE

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PROFESSIONAL SUMMARY

Motivated and detail-oriented HR fresher with foundational knowledge in recruitment coordination, candidate screening, onboarding support, and HR operations. Skilled in communication, interview scheduling, stakeholder coordination, and MS Excel. Eager to contribute to talent acquisition and HR service delivery in a growth-oriented organization while continuously learning and growing.

EDUCATION

Diploma in Aviation, Hospitality & Travel Management Frankfinn Institute, Kolkata	2025 – 2026
Bachelor of Science (B.Sc.) in Economics West Bengal State University, West Bengal	2024
Higher Secondary (Science) West Bengal Board of Secondary Education, West Bengal	2021

HR SKILLS & KNOWLEDGE

- End-to-End Recruitment Process
- Resume Screening & Candidate Shortlisting
- Interview Scheduling & Coordination
- HR Operations
- Talent Acquisition & Recruitment Coordination
- Candidate Communication & Follow-up
- Confidentiality & Professional Etiquette

TECHNICAL SKILLS

MS Excel (Advanced: VLOOKUP, Pivot Table) | MS Word (Advanced: Mail Merge, Styles)
Google Sheets (Basic to Intermediate) | Google Docs | PowerPoint (Advanced)
Email Communication (Professional)

SOFT SKILLS

Communication Skills | Time Management | Teamwork & Collaboration | Adaptability | Problem-Solving
Attention to Details | Positive Attitude | Leadership (Can Lead and Motivate a Team)

CERTIFICATIONS

- NSDC Skill India Certification – Frankfinn Institute
- Amadeus Certification – Frankfinn Institute

PROFESSIONAL EXPERIENCE

HR Intern | 2 Months Internship Experience | Kolkata, India

Completed a 2-month internship in HR where I gained hands-on exposure to recruitment support, resume screening, candidate coordination, interview scheduling, and HR documentation. Assisted in day-to-day HR activities and learned the basics of HR operations and employee lifecycle.

ACADEMIC EXPOSURE

Gained practical knowledge of HR concepts through academic learning and classroom activities. Developed understanding of recruitment cycle, communication, coordination, and employee lifecycle through assignments and case studies.

College Excursion & Team Experience:

Actively participated in a college excursion organized by the Economics department focused on understanding the Indian economy. Worked as part of a team to research, analyze, and present key economic insights. This experience enhanced my teamwork, leadership, coordination, and presentation skills.

PROFESSIONAL PROFILE

- Fresher – Actively seeking opportunities in Human Resources.
- Strong willingness to learn HR processes, tools and best practices.
- Quick learner with ability to adapt to new environments.
- Passionate about building a career in Human Resources and contributing to organizational success.

LANGUAGES

English | Hindi | Bengali