

PRAKASH PAL

Human Resource Professional

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PROFESSIONAL SUMMARY

Motivated HR professional with B.Com background and 2 years of experience at Om Sharda Logistics. Skilled in employee engagement, onboarding, team coordination, and HR documentation. Currently pursuing MBA in HRM (2025–2027). Strong communicator with a people-first approach.

WORK EXPERIENCE

HR & Operations Associate

Om Sharda Logistics | 2022 – 2024 (2 Years)

- Managed employee attendance, leave records, and daily HR administrative operations
- Drove employee engagement initiatives and maintained positive team communication
- Handled onboarding of new transport staff including document verification and induction
- Coordinated inter-departmental communication and resolved employee grievances promptly

EDUCATION

Qualification	Institution	Year	Score
MBA – HRM (In Progress)	Pursuing	2025–27	–
B.Com – Bachelor of Commerce	Kolhan University, Chaibasa	2021–24	67.33%
12th – Intermediate	Kashi Sahu College, Saraikela	2019–21	62.83%
10th – Matriculation	Utkramit High School, Nengtasai	2017–19	85.00%

CORE SKILLS

- ✓ Communication Skills
- ✓ Employee Engagement
- ✓ Team Leadership
- ✓ Onboarding & Induction
- ✓ MS Office (Word/Excel)
- ✓ Time Management

TECHNICAL SKILLS

- MS Excel (Data Entry, Formulas)
- MS Word (Letters, Reports)
- MS PowerPoint (Presentations)
- Email – Outlook
- Employee Database Management

KEY STRENGTHS

- Strong interpersonal skills; builds rapport across all org levels
- Adaptable & calm under pressure in fast-paced logistics environment
- Proactive HR approach focused on employee satisfaction & productivity

LANGUAGES

Hindi | English (Basic) | Bengali

DECLARATION

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

Place: Jamshedpur

Prakash Pal