

CURRICULUM VITAE

CHANDRIKA PADHAN

D/o- Sanatan Padhan

At:- Mauliberna, Po- Lakhanpur

Ps- Lakhanpur, Pin- 768219,

Dist- Jharsuguda, Odisha

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CAREER OBJECTIVE

I would like to associate with a team of a progressive organization that dynamically works for the organization and simultaneously bring some goals for my future, aspire to work for an organization that provides me the opportunity to improve my skills and knowledge to grow along with the organization's objectives.

EDUCATIONAL QUALIFICATION

Qualification	Board/ University	Percentage/CGPA	Passing Year
10 th	BSE, Odisha	60%	2014
+2 (Comm)	CHSE, Odisha	43.5%	2016
B. Com.	Sambalpur University	6.11 CGPA	2019
MBA	GM University Sambalpur	80.66%	2021

Computer Skill

- Tally
- PGDCA
- Ms-word, Ms-Excel, PowerPoint Presentations

STRENGTH

- Good Communication Skill.
- Confident.
- Honest & Responsible.

HOBBIES

- Reading Book

- Traveling
- Painting

SIP PROJECT

1. Project Report on customer perception towards the sale of vegetable.
2. A study on performance appraisal of **Omfed Milk At Gosala Bargarh**
3. A study on performance appraisal at **HDFC BANK PUBLIC**.

PPT PRESENTATION

1. Presentation on working capital
2. Presentation Cashless money
3. Presentation on research methodology
4. Presentation on air pollutants

K EYS KILLS

- Ability to work under pressure and as a part of a team
- Ability to handle any situation confidently
- Good leadership and motivational skills
- Presentation skills and communication skills

WORK EXPERIENCE

- 3-month experience as an accountant in **Nalin's Travels Sambalpur (1st June 2021 to 31st August 2021)**
- Currently, I'm continuing with **Bigul Securities And Research Private Limited, Bhubaneswar as HR Manager (1st September 2021 to still continuing)**.

ROLES & RESPONSIBILITIES

- Create and put into action HR initiatives and strategies that are in line with the overall business plan.
 - Improve ties between management and employees by responding to requests, grievances, or other issues.
 - Control the hiring and hiring process.
 - Create and keep track of the organization's overall HR strategies, methods, tactics, and procedures.
 - Cultivate a supportive workplace.
 - Managing and maintaining a setup that promotes optimum performance.
 - Maintain the benefits and pay schedule.
 - Analyze the training requirements for a programmers and keep an eye on it.
 - Report to management and use HR indicators to assist in decision-making.
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- Always maintain legal compliance while managing human resources.

PERSONAL INFORMATION

FATHER NAME	:	SANATAN PADHAN
MOTHER NAME	:	CHITRAREKHA PADHAN
DATE OF BIRTH	:	25-06-1999
GENDER	:	FEMALE
MARITAL STATUS	:	UNMARRIED
NATIONALITY	:	INDIAN
RELIGION	:	HINDU
LANGUAGE KNOWN	:	ODIA, HINDI, ENGLISH
CATEGORY	:	OBC

DECLARATION

I do hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the particulars.

Date: 27.12.2022

Place: Jharsuguda

Chandrika Padhan
(*Signature*)