


 Bhubaneswar, Odisha
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SKILLS

POSITIVITY

DECISION MAKING

LEADERSHIP

WRITTEN & VERBAL COMMUNICATION

WORK ETHIC

TRAINING & CERTIFICATONS

- Six sigma white belt
- Six sigma yellow belt
- Content Marketing
- Fundamentals of Digital Marketing

COMPUTER PROFICENCY

PGDCA

EXCEL

C++

TALLY

MS OFFICE

PROFILE • ABOUT ME

A trustworthy and enthusiastic management student looking forward towards a responsible position in the field of marketing. To enhance my knowledge and capabilities by working a dynamic organisation. Would like to be professional Towards the organisation and to work where my skills will be useful, active to accept all challenges and work hard towards achieving goals of the organisation.

WORK EXPERIENCE

Kirin Technology Private Limited

(Formerly Known as OPPO

MOBILES)

Bhubaneswar, Odisha

Front Office Cum Admin

Executive

Current

EDUCATION

PG (MBA)	Pursuing (2020-2022)	Regional College of Management ,Bhubaneswar	7.83 (CGPA)
GRADUATION (B.COM)	(2017-2020)	Maharishi College of Natural Law, Bhubaneswar	59 %
+2 (Commerce)	(2015-2017)	R.D. Women's College, Bhubaneswar	50 %
Matriculation	(2015)	Saraswati shishu Vidya mandir, Bhubaneswar	66 %



LANGUAGES

ODIA

HINDI

ENGLISH



PERSONAL INTERESTS

- Cooking
- Painting
- Dancing
- Reading Book



PERSONAL INFORMATION

Birthday

May 22, 1999

Gender

Female

Marital Status

Unmarried

Nationality

Hindu

Current Address

Sector 5/233 Nilandri vihar,
Bhubaneswar.

Native Place

Tulashidia, Kendrapada



INTERNSHIPS

HR INTERSHIP (OPPO MOBILES)

- ❖ Communicated with potential hires to provide clarity on expected task and policies
- ❖ Maintained a clean and organized environment Complete, process and maintain applicable paperwork and records.
- ❖ Scheduled and presented new hire orientation .
- ❖ Managed and created employee files with proper documents and maintained permanent filies
- ❖ Maintained and organized filing system for confidential employee record



PROJECT On Marketing & Operation

- PROJECT ON EICHER MOTORS
 - Capital Structure & Capital Data
 - Market Ratio
 - Product Process, Product Mix



DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge”

Name -NABANITA BISWAL
Place- Bhubaneswar
Date-