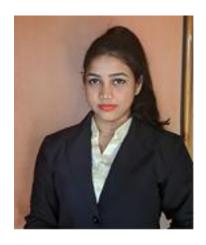
NABANITA BISWAL





Bhubaneswar, Odisha



+919337692979



Nabanitabiswal52@gmail.com



https://www.linkedin.com/in/naba nita-biswal-aa2b8520b



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

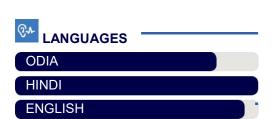
(Formerly Known as OPPO MOBILES) Bhubaneswar, Odisha Front Office Cum Admin Executive

Current



EDUCATION

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



PERSONAL INTERESTS

- Cooking
- Painting
- · Dancing
- Reading Book



Birthday

May 22, 1999

Gender

Female

Marital Status

Unmarried

Nationality

Hindu

Current Address

Sector 5/233 Nilandri vihar, Bhubaneswar.

Native Place

Tulashidia, Kendrapada



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 orienation .
- 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



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-