

SMRUTI REKHA MOHAPATRA

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PROFILE :-

Energetic MBA graduate with a specialization in Marketing and HR a strong skill set in strategic marketing, data analysis, and Seeking an entry-level marketing position to contribute to a dynamic organization's success, leveraging academic achievements and a passion for marketing to drive results and growth.

PERSONAL SKILLS :-

- Effective communication
- Costumer psychology
- Active Listener
- Calm & Composed
- Problem Solving
- Creative Thinking
- Leadership

PROFESSIONAL SKILLS :-

- Analytical skills
- Critical Thinking
- Market Research
- Ms Word
- Ms Excel
- Ms Power point

EDUCATION :-

Sl No	Academy Name	Course / Degree	Percentage	Passing Year
01	DAV Public School Iffco Town ship Paradeep	CBSE 10 th Board	9.2 CGPA	2017
02	Times Scholars Gurukul BBSR	CBSE 12 th Board	67 %	2019
03	UN Autonomous collage Adaspur Cuttack	BSC in Geology Hons	75%	2022
04	Driems ,Tangi Cuttack	MBA in hr &marketing		

CERTIFICATION:-

Odisha State Certificate in information Technology (OS-CIT)

Post graduate diploma in computer application (PGDCA)

At:- Aiiit computer Academy ,paradeep

EXPERIENCE:-

HR internship at

INDIAN FARMERS FERTILIZER COOPERATIVE LIMITED (IFFCO),

PARADEEP UNIT

it was an 1 month hr Internship duration (13-09-2023 to 14-09-2023),where I was responsible for administrative tasks in the hr department including updating employees records ,performance appraisal ,management systems ,employees welfare human resources management systems .which helps me a lot to develop my skills and knowledge in management .

currently working experienctry pvt ltd as mana

PROJECTS:-

SIP PROJECT REPORT ON PERFORMANCE MANAGEMENT SYSTEM in IFFCO

LANGUAGE KNOWN:-

Hindi

Odia

English

DECLARATION:-

I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

