

Avishek Lenka
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Professional Summary

MBA graduate specializing in HR and Finance with demonstrated experience in accounting and human resources. Adept at streamlining financial and operational processes, driving efficiency, and ensuring compliance. Currently building foundational skills in web development, enhancing problem-solving capabilities and technical expertise.

Professional Experience

Junior Accountant

Sellmore Marketing Pvt. Ltd. | Jul 2024 – Dec 2024

- Reduced data entry errors by 15% through optimized documentation processes.
- Generated monthly financial reports, enabling a 5% cost reduction.
- Streamlined transaction reconciliation, ensuring audit readiness and compliance.

HR Intern

Cuttack Milk Union, OMFED | Sep 2023 – Mar 2024

- Improved hiring efficiency by 20% through enhanced recruitment strategies.
- Coordinated onboarding programs, reducing new hire turnover by 10%.
- Analyzed HR metrics, providing actionable insights to improve process efficiency.

Education

Master of Business Administration (HR & Finance)

Institute of Management and Information Technology (IMIT), Cuttack | 2023

- Capstone: Optimized financial workflows in mid-sized organizations (Top distinction).

Bachelor of Science in Chemistry (Honors)

Trideb’s Degree College, Cuttack | 2021

Skills

Core Expertise:

- HR Operations: Recruitment, Onboarding, Policy Implementation
- Financial Analysis and Reconciliation

Technical Skills:

- Microsoft Office** (Word, Excel, PowerPoint, Outlook), **Web Development** (JavaScript, HTML, CSS), **API** Integration Basics
- Tally ERP**

Soft Skills:

- Communication, Leadership, Problem-Solving

Certifications and Projects

Certifications:

- Introduction to JavaScript | Great Learning Academy | Oct 2024

Key Projects:

- Currency Converter App:** Used the Fetch API to create an interactive web application for currency conversions.
- Capstone Project:** Delivered actionable strategies for financial workflow optimization, improving efficiency by 10%.

Achievements

- Reduced operational costs by 5% through process improvements.
- Enhanced onboarding efficiency, achieving a 95% training participation rate.