

# PREETI BEHERA

Bhubaneswar, Odisha, India

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## SUMMARY

AN HR professional with over 2 years of experience in training, employee engagement, and retention. Skilled in designing and delivering impactful learning programs aligned with organizational goals. Proven ability to manage KPIs and foster a disciplined, growth-oriented work culture. Passionate about driving development initiatives within a progressive, people-centric environment.

## WORK EXPERIENCES

### Innovations come Jointly supported by Infosys Foundations

April 2025 – Present

Freelancer Trainer

Dhenkanal, Odisha, India

- Appointed as a Freelance Trainer for diploma students at Dhenkanal Polytechnic College under the “Empowering the Next Generation” skill development initiative, with training materials provided by Innovations Come Jointly (ICJ), supported by Infosys Foundation. Delivered employability skills training aligned with industry requirements, focusing on modules such as Communication Skills, People & Time Management, Interview Skills, Planning & Prioritizing, and Problem Solving & Decision Making.
- Helped students enhance their workplace readiness by conducting interactive sessions, real-life simulations, and practical learning strategies.

### My Nest Assets Pvt Ltd

Aug 2024 – March 2025

HR Executive

Bhubaneswar, Odisha, India

- Successfully managed the entire recruitment lifecycle, hiring 50+ candidates across head office and franchise, while streamlining onboarding and offboarding processes, including induction, documentation, and compliance.
- Demonstrated strong expertise in employee lifecycle management from offer letters to exit formalities.

### Edu Skills Foundation organization

Apr 2024 – Aug 2024

Assistant Manager- Corporate Relationship

Bhubaneswar, Odisha, India

- Spearheaded corporate partnerships and talent initiatives, driving significant growth in joint ventures, boosting revenue, and expanding collaborations with top MNCs, IT, consulting, and manufacturing firms. Successfully placed over 500 candidates through strategic career events and HR roundtables, enhanced hiring accuracy, and trained 500+ students, resulting in a marked increase in job placements.
- Delivering training to B. Tech students across Pan India on communication skills, interview preparation, and professional grooming. Focused on enhancing confidence, refining body language, and building effective interpersonal skills. Preparing students to excel in campus placements and corporate interviews with a practical, results-driven approach.
- Delivered structured training sessions focused on enhancing soft skills, communication, resume building, interview techniques, and workplace readiness. Comprehensive course modules tailored to industry requirements, ensuring alignment with current hiring trends and expectations. Facilitated interactive mock interviews to prepare students for successful campus placements and job opportunities.

### Koel Fresh Private Limited

Mar 2023 - Apr 2024

Assistant Manager (HR)/ Senior Researcher/Research Associate

Rourkela, Odisha, India

- Delivered transformative training programs that significantly enhanced employee productivity, improved retention, learning & Development, optimized recruitment processes, and elevated overall team engagement.
- Led successful Solar Campaign initiatives, driving higher client satisfaction and program participation while strengthening community involvement through strategic relationship building and impactful outreach.

## INTERNSHIP

### Rourkela Steel Plant

Apr 2023 - May 2023

HR – Intern

Rourkela, Odisha, India

- Comprehensive analysis on the role of organizational support, using advanced statistical tools, to enhance HR professionals' competencies and effectiveness; delivered targeted recommendations that improved HR strategies and increased operational efficiency in a developing economy

### Vruksh Ecosystem Foundation

Sep 2020 - Apr 2021

VOLUNTEER (CHANGE MAKER)- Intern

Nagpur, Maharashtra, India

- Formed impactful partnerships with start-ups and led full-cycle incubation programs, driving significant growth in project launches, enhancing market-ready solutions, and fostering a collaborative, client-focused culture.

### Bellaci

Sep 2020 - Aug 2021

MARKETING INTERN

Noida, Uttar Pradesh, India

- Built relationships with customers and community to promote long term business growth. Customer engagement to build rapport and loyalty. Provided positive first impression to welcome existing new and potential customer

## JUVAS

**Jun 2020 - Aug 2020**

*Intern - SALES TRAINEE*

*Juvas, Kolkata, India*

- Generated advertising brochures for vendor use. Monitored services after sales and implemented quick and effective problem solutions. Greeted customers and helped with selecting merchandise, finding accessories and completing.

## Big Bazaar

**Jan 2019 - Jan 2019**

*Intern - SALES & MARKETING TRAINEE*

*Rourkela, Odisha, India*

- Built relationships with customers and community to promote long term. Generated new sales lead to achieving and exceeding monthly sales goals. Developed, maintained and utilized diverse client base., Helped for customer locate products

## EDUCATION

**Rourkela Institute of Management Studies (RIMS): Biju Patnaik University of technology**

**Nov 2021 - Aug 2023**

*MBA (HR & Marketing)*

*Rourkela, Odisha, India*

83.10 CGPA

**Rourkela Institute of Management Studies (RIMS): Sambalpur University**

**Sep 2018 - Oct 2021**

*BBA (Marketing)*

*Rourkela, Odisha, India*

72.5 CGPA

**Deepika English Medium School (DEMS)**

**May 2016 - May 2018**

*Class XII (CBSE)*

*Rourkela, Odisha, India*

55.20 %

**Deepika English Medium School (DEMS)**

**Apr 2005 - Mar 2015**

*Class X (CBSE)*

*Rourkela, Odisha, India*

70%

## PROJECT

- “Student Management System” under the guidance of Mr. Kishan Sharma (SEENET Consultancy Pvt Services Ltd., STPI)
- “Covid impact on working environment: Work from home” under the guidance of Prof. Arifa Khan (Assistant Professor, English, RIMS)
- “Effects of social media on consumer buying decision: A study on the effects of Instagram for the youth’s fashion” under the guidance of Prof. Dr. Santosh Biswal (Dean, RIMS)
- “Education: Industry analysis” under the guidance of Prof. Jhelum Nayak (Assistant Professor, Economics, RIMS)
- “Titan Watch Company” under the guidance of Prof. Shwetapadma Priyadarshini (Assistant Professor, Marketing, RIMS)

## SKILLS

**SOFTWARE:** Applicant Tracking System (ATS), Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Slides, Gmail), Communication & Project Management Tools, Survey Tools

**Others:** Proactive Leadership, Adaptability, Communication, Interpersonal, Public speaking, Presentation, Confidentiality & Ethics

## CERTIFICATIONS

- Seenet Consultancy Services (P) Ltd.: PGDCA
- SeeNet Consultancy Services (P) Ltd.: Tally ERP-9
- HR Tareeqa Certificate
- LinkedIn Learning: LinkedIn Recruiter: AI Powered Talent Acquisition
- AWS APAC Solutions Architecture virtual experience program on Forage - April 2025
- Designed and simple and scalable hosting architecture based on Elastic Beanstalk for a client experiencing significant growth and slow response times.
- Tata Data Visualisation: Empowering Business with Effective Insights Job Simulation on Forage - April 2025
- Completed a simulation involving creating data visualizations for Tata Consultancy Services. Prepared questions for a meeting with client senior leadership. Created visuals for data analysis to help executives with effective decision making

