

# Smruti Rekha Nayak

MBA | NIT ROURKELA

Final Year, MBA

DOB: 02/02/2002

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## Education

**2023-Present**

**MBA**

**NIT Rourkela**

CGPA: - 7.81/10

**2020-2023**

**BBA**

**GIET UNIVERSITY, GUNUPUR**

CGPA:8.51/10

**2019-2020**

**INTERMEDIATE**

**KENDRIYA VIDYALAYA DHENKANAL**

Percentage: 73.40%

**2017-2018**

**HIGH SCHOOL**

**KENDRIYA VIDYALAYA DHENKANAL**

Percentage: 81.20%

## Links

[www.linkedin.com/in/smruti-rekha-nayak-24b2b9206](https://www.linkedin.com/in/smruti-rekha-nayak-24b2b9206)

## Skills

### TECHNICAL SKILL

MS Excel, Microsoft power point, Microsoft word

### SOFTSKILL

Critical thinking, Detail oriented, Recruitment and selection, Performance management, Leadership skill, Problem solving skill, Communication skill, Interpersonal skill, Decision making, Adaptability, Conflict Resolution, Time Management

### Others

Photography

## Relevant Coursework

Digital Marketing

Brand Management

Social Media Marketing

Google Analytics For Beginner

Training and Development

Compensation and Benefit Management

Talent Management

Cross Cultural Management

Labour Law

Organizational Behavior

## Experience

**2024-Internship**

**NALCO, Damanjodi**

Worked as **HR intern** at **NALCO** analyzed the effectiveness of the current performance appraisal system at **NALCO**.

**2024-Internship**

**JDKN Ananta Anugraha Foundation**

I have done my internship at **JDKN Ananta Anugraha Foundation** as a **HR intern**. As a part of internship, I have done marketing and Fund-raising for the organization and made a profit for the organization.

**2022 -Internship**

**HAL, Koraput**

I used a secondary source provided by HAL for the calculation of the Inventory. I also worked in the payroll department and PF section of **HAL, Engine Division, Koraput, Odisha**.

## Achievements/Awards

**KENDRAVIDYALAYA DHENKANAL**

Selected for Rajyapuraskar in Scout and Guide

Gold medal in Math Olympiad

Silver medal in Science Olympiad

## Projects

**2024: -Created a business of Gift delivery service** with my team named as Cupid Courier and successfully ran the business and earned the profit.

**2023: - Event Management Start up.** I have created a website for our Start-up and I worked as HR Manager in our online business event named as "BHAV event management" with a group of 5 members.

## Extra-Curricular Activity

**2024-In my capacity as the event coordinator,** I was in charge of organizing and carrying out the Grapevine Club's creative and entertaining "Business Pictionary" competition, which was took place at Innovision. additionally served as this event's POC.

**2024- As the event head,** I coordinated one of the biggest finance event, Finfluence Fest, organized by the Grapevine Club. The event featured prominent guest speaker Neha Nagar, a well-known face in the finance industry.

**2023-As the core marketing head** of Matrix Club, I played a key role in organizing and promoting the event "Brust and Treat" during Innovision.

**2023-As the event head,** I oversaw the planning and implementation of "Ad Mad", the Grapevine Club's imaginative and captivating advertising competition held during Innovision.