

Aditi Mahato

2nd year (M.B.A.)
School Of Management
at NIT Rourkela
CGPA:7.85 till 2nd Sem

Sector-1 NIT Rourkela
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Links

LinkedIn:// **aditimahato**

Skills

OPERATING SYSTEM

Windows

SOFTWARES

SAP(Business-One), MS-Excel
MS-Powerpoint, MS- Word

LANGUAGES

English, Hindi, Bengali

SOFT-SKILLS

Communication skills
Decision Making skills
Management skills
Organizational skills

Relevant Courses

Excel
SAP
Power-Bi

Education

2023-PRESENT

M.B.A.
NIT ROURKELA
CGPA : 7.85/10

2019-2022

BBA
Arka Jain University
Jamshedpur, Jharkhand
CGPA: 8.95/10

MAY 2019

INTERMEDIATE
Kerala Public School
Kadma, Jamshedpur
Percentage: 74.4%

MAY 2017

MATRICULATION
Kerala Public School
Kadma, Jamshedpur
Percentage: 87.4%

Experience

JUNE 2021-AUGUST 2021 **Tata Steel Downstream Pvt. Ltd.**

Summer Internship

Department: Human Resources and Operations

During my two month internship, I gained hands-on experience in job analysis, assisting in performance evaluation and ensuring legal compliance. Also learnt about the product lifecycle. It involves market research, crafting a compelling product strategy, and prioritizing features based on user needs.

DEC 2023 **Ramkrishna Forgings pvt Ltd.**

Winter Internship

Department: General management

I delved into the talent acquisition process. Additionally, I have observed employee engagement initiatives. Data-driven decision making, agile methodologies, and effective communication are essential skills developed during this experience.

MAY 2024-JULY 2024 **Tata Steel Ltd.**

Summer Internship

Department: Human Resources

I have learned about the recruitment processes, including screening resumes, conducting initial interviews and drafting job descriptions. I have also gained insights into employee relations by assisting with resolving conflicts and addressing inquiries.

MAY 2024-AUGUST 2024 **Advids, Pune**

Recruitment Intern

Department: Human Resources

Through this experience, I had develop skills in sourcing and evaluating candidates, mastering interview techniques, and understanding the intricacies of building a strong employer brand, all while building a network of professionals.

Extra-Curricular Activities

2021-2022 **Coordinator**

Rotaract Club

Being a part of Rotaract chapter of Arka Jain University, Jharkhand, I've orchestrated various events and webinars conducted by Rotaract. Also, I was a regular part of various social activities.

OCT 2023-NOW **Event Manager**

Grapevine Business CLUB

Heading a team and leading events of a business club I learnt about encompassing project management, teamwork, networking, leadership, marketing, and evaluation skills. I also learned to plan and execute events efficiently, tackle challenges creatively, and foster strong relationships within the club and with external stakeholders.