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## BISWAMAITRI MISHRA

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Present Address: - Pune, India



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### CARER OBJECTIVE

An ambitious and goal-oriented MBA professional with expertise in Human Resources seeking a strategic role in Human Resource Management. I aim to utilize my skills and knowledge to contribute to organizational development while fostering a culture of innovation and employee engagement. Committed to continuous learning and excellence, I aspire to grow within a forward-thinking organization, driving impactful initiatives that align with business objectives and personal career aspirations.

### ACADEMIC QUALIFICATION

- **Master of Business Administration (MBA):** Sambalpur University, Odisha | Secured 61% | Completed in 2017
- **Bachelor's Degree in Economics (Honours):** Ramadevi Women's Autonomous College, Utkal University, Odisha | Secured 58% | Completed in 2015
- **Intermediate (Humanities):** BJB Junior College, Council of Higher Secondary Education (CHSE), Odisha | Secured 60% | Completed in 2012
- **Matriculation:** Govt. Girls High School, Board of Secondary Education (BSE), Odisha | Secured 62% | Completed in 2010

### IT PROFICIENCY

- PGDCA

### INTERPERSONAL SKILLS

- Good leadership skill to set a goal
- Quick Learning

### DISSERTATION

- **Summer Dissertation Project:**
  - **Title:** Turnaround Strategy for Training and Development
  - **Organization:** Rourkela Steel Plant, Rourkela
  - **Duration:** May 2, 2016 – June 17, 2016
  - **Overview:** Conducted an in-depth analysis of the training and development programs to identify gaps and propose strategic interventions for enhancing workforce productivity and organizational efficiency.

## ❑ Winter Internship Dissertation:

- o **Title:** Work Commitment of Employees in Organizations: A Study of Mahanadi Coalfields Limited (MCL), Sambalpur
- o **Details:** Analyzed the factors contributing to employee commitment, including organizational policies, job satisfaction, and work environment. Provided recommendations to strengthen commitment levels and improve overall employee engagement and productivity.

## CERTIFICATE COURSE

- ❑ **Organization:** Metier HR Services and HR Training, Pune, India
- ❑ **Period:** February 2024 to May 2024
- ❑ **Learning Outcomes :**
  - o Gained practical exposure to HR legal compliance, including EPF, ESI, and payroll management.
  - o Designed and managed salary structures, processed payroll using software, and handled taxation (TDS and income tax compliance).
  - o Played a vital role in talent acquisition, implementing recruitment strategies, conducting pre-screening interviews, and managing recruitment metrics.
  - o Supported HR operations, including performance appraisals, training programs, and employee engagement initiatives.

## AREA OF INTEREST

I am deeply passionate about Human Resource Management, as it plays a pivotal role in shaping organizational success and fostering employee growth. My interest lies in exploring various facets of HR, including talent acquisition, performance management, training and development, and employee engagement. I am particularly drawn to the strategic alignment of HR practices with business objectives to drive innovation and efficiency. Additionally, I am enthusiastic about leveraging technology and data analytics to enhance HR processes, streamline operations, and create a positive workplace culture. My commitment to understanding and implementing best practices in HR underscores my dedication to creating sustainable and people-centric organizations.

## INTERNSHIPS

### 1. Aditya Birla Group Venture -Talent Acquisition Internship

- ❑ **Organization:** TMRW House of Brand
- ❑ **Period:** June 3, 2024 – September 30, 2024
- ❑ **Key Responsibilities:**
  - o Collaborated with the HR team to execute recruitment strategies, including sourcing, screening, and interviewing candidates.
  - o Utilized recruitment tools and platforms to identify potential candidates and maintained a robust talent pipeline.

- o Coordinated with hiring managers to understand manpower requirements and align recruitment efforts accordingly.
- o Assisted in on boarding processes and ensured smooth integration of new hires into the organization.

## **2. HR Officer & Admission Coordinator**

- **Organization:** INEET Medical Coaching Center
- **Period:** September 2018 – December 2019
- **Key Responsibilities:**
  - o Managed the end-to-end admission process, including student counselling and on boarding, to ensure seamless enrolment procedures.
  - o Coordinated with academic teams and provided administrative support to streamline operations.
  - o Assisted in developing HR policies and processes to improve staff engagement and retention.
  - o Oversaw staff recruitment, on boarding, and documentation, ensuring compliance with organizational policies.

### **KEY SKILLS**

- o Work Force Optimization
- o Performance Management
- o Training & Mentoring
- o Manpower Planning
- o Organisation Development
- o MS Office

### **PROFESSIONAL SKILLS**

- o Worked with a private institution (INEET Medical Coaching Center) as office administrator.
- o Have moderated experience in counselling on policies and procedures.
- o Have moderated experience in performance evaluation.
- o Supported the management of disciplinary and grievance issues.
- o Maintained employee attendance.
- o Have moderated experience in Counselling and Student Admission.
- o Conducted tours and visits of students and staff.
- o Addressed question and managed communication with parents of students.

## PERSONAL DETAILS

<input type="checkbox"/>	<b>Name</b>	<b>:-</b>	<b>BISWAMAITRI MISHRA</b>
<input type="checkbox"/>	<b>Father's Name</b>	<b>:-</b>	BISWABIHARI SAMANTARAY
<input type="checkbox"/>	<b>Mother's Name</b>	<b>:-</b>	SUBHASINI SAMANTARAY
<input type="checkbox"/>	<b>Permanent Address</b>	<b>:-</b>	Pune, India
<input type="checkbox"/>	<b>Date of Birth</b>	<b>:-</b>	25 MAY 1995
<input type="checkbox"/>	<b>Language Known</b>	<b>:-</b>	Odia, English & Hindi
<input type="checkbox"/>	<b>Gender</b>	<b>:-</b>	Female
<input type="checkbox"/>	<b>Marital Status</b>	<b>:-</b>	Married
<input type="checkbox"/>	<b>Nationality/Religion</b>	<b>:-</b>	Indian
<input type="checkbox"/>	<b>Interest &amp; Hobbies</b>	<b>:-</b>	Cooking, Travelling & Making Friends

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

**Date:**

**Place: Pune, Maharashtra**

**BISWAMAITRI MISHRA**