

RANJEETA PATRA

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CAREER OBJECTIVE

Results-driven BCOM graduate with hands-on experience in project management, HR, and training. Successfully coordinated multiple government and semi-government projects focused on youth empowerment and skill development. Proficient in data management, team coordination, and training delivery. Seeking to leverage my diverse skill set and passion for growth in a challenging role that offers opportunities for professional development and contribution to organizational success

EDUCATION

Degree/course	Institution	Board	year	Grade
Bachelor of Commerce	Narmada College of Science and Commerce (VNSGU)	Veer Narmada South Gujarat University	2022	54.20%
HSC (Commerce)	EE Dawjee memorial school, Kosamba	Gujarat Board	2019	50.8%
SSC	Shri K.N.Shing freedom Fighter English Medium School	Gujarat Board	2017	52.33%

EXPERIENCE

Maayon - Project Coordinator

(Nov 2023 - Nov 2024)

- Managed multiple government and semi-government projects (Yuva Parivartan Academy, NSDC, Angel One) focused on youth empowerment and skill development.
- Planned and coordinated training programs, created batches, and organized exams for effective content delivery.
- Delivered training in CCC, Spoken English, and Advanced Excel to enhance student skills and employability.
- Managed project data, documentation, and reports using MS Excel for accurate tracking and analysis.
- Conducted field outreach for student enrolment and program awareness.
- Monitored and recorded student attendance, ensuring accurate reporting.
- Coordinated project timelines, activities, and milestones, ensuring timely deliverables.
- Provided project team support and maintained communication with stakeholders for goal alignment.
- Utilized project coordination, data management, and analysis to improve project efficiency and outcomes

SKILLS

Technical Skills:

- **Microsoft Office Suite:** Advanced proficiency in Word, Excel, and PowerPoint for creating reports, managing data, and delivering presentations.
- **Data Entry and Management:** Expertise in handling large volumes of data, ensuring accuracy, and maintaining organized records for efficient retrieval and analysis.
- **Effective Communication and Team Collaboration:** Strong verbal and written communication skills, with a proven ability to collaborate with cross-functional teams and engage stakeholders at all levels

CERTIFICATE COURSES

No.	Certificate	Issuer
1	Course on Computer Concept (CCC)	Prakashal IT Academy, year 2023
2	Human Resource Management	Great learning, year 2022
3	Spoken English Basic for Profession	Great learning, year 2022
4	Excel for Beginners	Great learning, year 2022
5	Introduction To Management	Great learning, year 2022
6	TATA Finance and Banking	Prakshal IT Academy, year 2022
7	Data entry course	N.S.D.C national Skills development corporation

PROJECT

Project Title: Tata Finance Capital Development and Training

- **Duration:** September 2023 - November 2023
- **Objective:** Conducted training for 75 students in three batches on personality development, communication skills, and finance-related topics. Organized online MCQ exams, provided certificates, and facilitated placements for top performers.
- **Role:** Project
- **Responsibilities:** Arranged student classes and managed attendance. Captured group study photos and maintained student records in Excel. Prepared applications for certification.
- **Technology/Tools Used:** Computer, MS Office
- **Collaboration:** Collaborated with Tata Capital Finance

DECLARATION

- I hereby declare all the above information is true to the best of my knowledge.