



CONTACT

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D/667 Sector 20 Rourkela Odisha



SKILLS

SAP HCM S4 HANA

Power Microsoft office suite



ACHIEVEMENTS & AWARDS

Achieved NCC 'C' Certificate with "A" grade.

Professional Mountaineering in Himalayas under government sponsored programs.

State Level Governor Award 2016 for best volunteer in Redcross.

Bharat RATNARA JIVGANDHI Award 2015 for Best Cadet in NCC.

Defence Secretary Commendation Card for Best Cadet in NCC.

State Level Satyapriya Memorial Award for Best Cadet in NCC.

Bharat Ratna Rajiv Gandhi Award 2018 for Biju Patnaik Himalayan Expedition.

VAGINI Nibedita Smruti Sanman Award for best social worker.



PERSONAL DETAILS

Date of Birth : 16-04-1995



ACTIVITIES

National Rugby Player.

Mountaineer(Biju Pattanaik Himalaya Expedition 2017)

Participated in State Cycle Rally.

Member of MAHARSHI DAREDEVILS.

Volunteer of RED-CROSS, PRERANA, Future Odisha, Rotary Club and Jai Odisha.



PRIYANKA MISHRA



OBJECTIVE

Fresher Certified SAP HCM Consultant looking for a opportunity to establish career in ERP space. Seasoned sports and physical education professionals as ex- National Womens Rugby team member, Professional Mountaineer, NCC SUO and physical educator at International. schools.Received prestigious awards from Prime Minister, Defence Ministry and State Minister for exhibiting high quality skills and professionalism at different forums.



TRAININGS

Undergone 9 months training at Henry Harvin institute for SAP HCM.



EXPERIENCE



TECHCITY SERVICES

May 2018 - April 2019

Operations and HR Manager

- Identifying employee's problem and take necessary steps to correct them.

- Poster Designing.

- Record customers queries and requests.

- Social media updates.

- Assigning duties to the employees.

- Regular mail.

- Involve in recruitment process.

- Sending offer letters to interns.

- Supervising.

- Based on business plans, prepare recruitment strategies.

- Work with hiring managers of business unit to understand immediate and future requirements in business units to regulate directions of efforts.

- Sourcing candidate's profiles from various sources such as referrals(both internal and external), Resume database, Job portals, vendors etc.

- Schedule interviews on resume shortlisted by technical panel.

- Helps in B2B contracts.

- Perform other related duties as requested.

December 2019 - May 2021

Physical Educator

- Provided health and physical fitness education in classroom sittings for a residential school.
- Conducting and managing students fitness programs across all batches.
- Leading initiatives and managing administrative positions as per management requirements.



EDUCATION

Utkal University

2018

PMIR(Personal Management and Industrial Relationship)
76%

Utkal University

2016

Bachelors in Commerce(Hons)
72%

Nagarjuna University

2020

BPED(Bachelors in Physical education)
78%

Kendriya Vidyalaya No. 2 C.R.P.F

2013

12th(Commerce)
72%

Kendriya Vidyalaya No. 2 C.R.P.F

2011

10th
8.4 CGPA



CERTIFICATIONS

- Globally Certified SAP HCM S4 HANA
- TABLEAU Desktop Certified Associate
- Certified Advance Excel Practitioner (CAEP)
- Broadband Designer / CIM
- Outdoor leadership course at TATA STEEL ADVENTURE FOUNDATION.
- Human Resource Management Training certification from Internshala
- PGDCA
- OSCIT(Odisha State Certificate in Information Technology).



PROJECTS

● **HR Businesses Partners at Laugh out loud ventures pvt ltd**

Worked for 4 months in areas of development and delivery of annual marketing plan and budget in line with strategic priorities and business goals.

Formulated department budgets to facilitate smooth financial operations and meet business targets.

Scheduled and saw 5 to 10 clients per day for providing advice and support.

Developed effective inventory - management system to minimize loss.

● **HR Assistant at OPTCL**

Worked as a HR assistant for 4 months in a Public sector undertaking (OPTCL). Assisted team with day to day HR practices in areas of Training and development.

● **Volunteerism in Odisha at Bakul Foundation**

Involved in various activities at children's library by cataloging and accessioning the books

Helping in Photoshop and graphic designing for creating publicity materials for various events.

Helps in promoting the gift plant initiative at Rahagiri.



INTERESTS

● Mountaineering and Sports

● Yoga

● Computer applications