

CURRICULUM VITAE

Bhojaraj Sahoo

At- Hata Road, Near Bakery Factory

PO- Dhenkanal R.s.

Dist – Dhenkanal

Odisha (759013)

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CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

ACADEMIC QUALIFICATIONS:

❑ **MBA**, Dhaneswar Rath Institute of Engineering & Management Studies (DRIEMS) Cuttack BPUT University Odisha, Year of passing 2015.

❑ **BBA**, Satyananda Institute of Management & Information Technology(SIMIT), Bhubaneswar,Utkal University, Year of passing 2012.

❑ **Senior secondary**, Evening College, Dhenkanal CHSE Board, Year of passing 2009.

❑ **Matriculation**, B.B. High school, Dhenkanal, Year of passing 2002.

COMPUTER SKILLS:

1. **PGDCA** from (.NET COMPUTER POINT, KHORDHA)

PROJECTS:

- ❖ Human Resource Management
- ❖ Training & Development
- ❖ Talent Acquisition

SUMMER INTERNSHIP:

Internship at **NARVERAM POWER AND STEEL (ATHA GROUP)**, Dhenkanal.

STRENGTH:

- Ability to learn and adopt quickly in challenging atmosphere.
- Good decision making skill
- Problem solving attitude
- Hard working

WORK EXPERIENCE:

- Continue at **KALINGA COMMERCIAL CORPORATION LIMITED**, in the **Talaipalli Coal mining Project (NTPC, Chhattisgarh)** as **Sr.Executive HR & Admin.**
- Worked in the **P K Ores Pvt. Ltd.** As **EXECUTIVE (P&A)** at Guali Iron Ore Mines from (Dec. 2018 – Oct. 2022).

- Worked in the **Thriveni Earthmovers Pvt. Ltd.** As **Asst. Officer HR** From (November 2016-September 2018)
- Worked in the **Phoenix Ispat Pvt. Ltd** As **TRAINEE EXECUTIVE** from (December 2014 - October 2016)

DUTIES:

- ❖ Providing clerical and administrative support to staff of the Human Resources department.
- ❖ Collecting, sorting and distributing any incoming job applications.
- ❖ Recruitment of talented Resources.
- ❖ Maintaining employee personnel files.
- ❖ Management of Camp, Canteen and Guest-house.
- ❖ Guest Management.
- ❖ Monitoring the Time office work.
- ❖ Daily Man power Utilization.
- ❖ Coordinating activities between the company and outside Contractor.
- ❖ Developing employment related records.
- ❖ Leave Management.
- ❖ Making decisions in the absence of senior HR.
- ❖ Updating the HR calendar with important dates.
- ❖ Following up all human resource calendar activities.
- ❖ Directing and implementing training programs.
- ❖ Dealing with employee complaints and Grievance Handling.
- ❖ Preparing Attendance and entry in Sap for payroll.
- ❖ Ensuring the confidentiality of sensitive information.
- ❖ Organizing inductions and training for new employees.
- ❖ Updating employee records with holiday requests, payroll changes and any leave due to illness.
- ❖ Handling new hire paperwork.
- ❖ Responding to letters, emails and general correspondence.
- ❖ Light vehicles Management.
- ❖ Day to day Hr. Activities.
- ❖ Maintaining Statutory Record.
- ❖ CSR Activities..
- ❖ Public Grievance.

KEY SKILLS:

Professional

- Always looking for ways to improve and reinvent the recruitment process.
- Analyzing a company's manpower requirements.
- Administrative Expertise.
- Ability to interact with employees at all levels.

- Excellent interpersonal and written communication skills.
- Managing Priorities.
- Seeing tasks through to completion.
- Pro Activities.
- Advising.
- Coaching.
- HR Reporting Skill.
- Cultural awareness and sensitivity.
- Active listening.
- Team work.
- Staying up to date with the latest Human Resources developments.
- Can thrive in a continually changing environment.
- Able to work under pressure and to aggressive deadlines.

Easy going and relaxed when dealing with people.

PERSONAL PROFILE:

Father's Name	:	Mr. Narayan Sahoo
Mother's Name	:	Mrs. Bharati Sahoo
Date of Birth	:	13 th July 1987
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hinduism
Languages Known	:	English, Hindi and Odia
Hobbies	:	Video Editing, Sports Coaching, News Reporting

Declaration:

I do hereby declare that all the statements furnished above are true, complete and correct to the best of my knowledge and belief.

Date:

Place:

(Bhojaraj Sahoo)