

**APARAJITA JHA**

E-Mail:- [aparajitajha21@gmail.com](mailto:aparajitajha21@gmail.com)

Mobile: - +91-8249211789

**CAREERE OBJECTIVE**

To work for an organization based on HR and BPO industry provide me the opportunity to improve, my skills and knowledge to grow along with the organization.

**Key Skills**

* Recruitment
* Client Coordination
* Voice and Email Support to client along with Banking process

**Experience**

* Worked in **HR FACTOR**, as **HR Executive**, from **June 2017 - Dec 2018**
* Started working with **COGENT E-SERVICES Pvt LTD for Axis Bank Process** as **Phone Banking Associate** from **17 April 2019** till **31 January 2022…**

**Responsibility**

* Application screening & Sorting
* Interview Conduct
* Counselling
* Client Co-ordination
* Retail Banking Escalation

**Education**

* MBA **(2015-2017)**

**Institute:** College of IT & Management Education **BPUT**

**Stream:** HR/Marketing

**Marks:** 65.6%

* B Tech **(2010-2014)**

**Institute:** Ajay Binay Institute of Technology **BPUT**

**Stream:** Applied Electronics and Instrumentation

**Marks:** 62.52%

* 12th Science **(2007-2009)**

**Institute:** Daniel Public School  **ISC**

**Marks:** 62%

* 10th  **( 2007)**

**Institute:** Daniel Public School **ICSE**

**Marks:** 66.28%

**Technical Knowledge**

* Operating System ; MS DOS , MS Windows
* Microsoft Office , Internet
* Programming Language ; C ,C++ , Data Structure

**Internship**

* Management Trainee , OPGC Jharsuguda

**Extra Curricular Activity**

* Volunteer, College Seminars.

**Personal Information**

**Date of Birth:** 21st December 1991

**Father’s Name:** Rakesh Kumar Jha

**Mother’s Name:** Sarita Jha

**Language:** English, Hindi, Odia

**Address:** OPM Colony, Brajrajnagar

Dist: Jharsuguda, pin: 768216,

Odisha

**Declaration**

I do here by declare that the particulars information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

**Date**:

**Place**: Bangalore (Aparajita Jha )