

# Rajani Kanta Mahalik



## Personal details

-  Rajani Kanta Mahalik
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-  7608012792
-  At- Cherantapada Po-Rajkanika  
Ps-Rajkanika  
754220 Kendrapara
-  May 1, 2000
-  Male
-  Indian

## Skills

- Hardware components
- Software Installation
- Computers
- MS Office
- Software systems
- Remote assistance
- Communication
- Creativity
- Critical Thinking
- Hardworking
- Problem Solving
- Self-motivated

## Profile

To leverage my technical expertise and deliver high-quality professional services, I am excited to apply and refine my skills in a dynamic and motivating work environment that fosters growth and challenges.

## Education

- Graduation** Jun 2020  
Utkal University (Odisha), Bhubaneswar
- Intermediate** Jun 2017  
C.H.S.E (Odisha), Kendrapara
- Schooling** Jun 2015  
B.S.E (Odisha), Kendrapara

## Courses

- FTCP** Jun 2023  
N.S.D.C (India) Rooma Technology Pvt Ltd.Cuttack

Understand the fundamental concepts of computer programming. Learn to write simple programs using a programming language. Understand data types, variables, control structures, and functions. Develop problem-solving skills using programming techniques. Introduction to Computer Programming Basic Programming Concepts (Variables, Data Types, Operators) Control Structures (Conditional Statements, Loops) File Handling and Input/Output Operations Basic Algorithms and Data Structures

Understand the basics of computer programming. Write simple programs using a programming language. Apply problem-solving skills using programming techniques.

- PGDCA** Jun 2021  
S.C.T.E (Odisha) Kalinga Bikash, Pattmundai

The Post Graduate Diploma in Computer Applications (PGDCA) is a one-year postgraduate diploma program that focuses on providing advanced knowledge and skills in computer applications.

To equip students with advanced knowledge of computer systems, software, and applications.

- MBA** Present  
B.P.U.T (Odisha) SVIM, Bhubaneshwar

An MBA in Human Resources (HR) is a postgraduate degree that focuses on the strategic management of human resources within an organization. Human Resource Management: Recruitment, selection, training, and development. Organizational Behavior: Understanding individual and group behavior in organizations. Industrial Relations: Labor laws, collective bargaining, and conflict resolution. Compensation and Benefits: Designing and implementing reward systems. Performance Management: Evaluating and improving employee performance. HR Analytics: Using data to inform HR decisions. Business Ethics: Understanding the role of ethics in HR decision-making.

# Languages

Odia	●●●●●
English	●●●●●
Hindi	●●●●●
Bengali	●●●●●
Punjabi	●●●●●

# Hobbies

- Music listening
- Travelling
- Read books

# Employment

<b>Cashier</b> Q Bazar Indian LLP Post- Cashier's Assisted customers with sales transactions accurately and efficiently, including cash, check, card and layaway payments. billings and customer requirements fulfill at billings counter.	<b>Aug 2018 - Oct 2019</b>
<b>Field Executives</b> Identify Plus Delivery Service Pvt. Ltd Conducting site visits, collecting and documenting data, providing support to customers or clients, and performing administrative duties.	<b>Dec 2019 - Nov 2020</b>
<b>Supervisor</b> Sitics Logistic Solutions Pvt. Ltd Managing the workflow and training new hires on best serve customers and teams of employees. They also create schedules with deadlines met to prevent gaps or downtime while giving direction.	<b>Jan 2021 - Feb 2022</b>
<b>Data Entry Operator</b> M/s Bhairava Contracting Pvt. Ltd Data Entry Operators are usually responsible for entering data into different computer databases, manage and maintain effective record keeping daily report submitted.	<b>May 2022 - Oct 2022</b>
<b>Desktop Support Engineer</b> CHRP-INDIA Pvt. Ltd Provide support for users of computers and software systems. They provide hands-on or remote assistance in computer setups, upgrades, software operation, and maintenance.	<b>Jul 2023 - Present</b>

# Extracurricular activities

<b>Safety Training Coordinator</b> MCL, Talcher Odisha Mahanadi Coalfield Limited (Vocational Skill) Safety Training Coordinator VR Safety Training Planning, implementing and overseeing company's employee safety at work. Workers Know The Safety Equipment and uses.Their main duty is to ensure that the company is in compliance and adheres to Occupational Health and Safety (OHS) guidelines to reduce work-related injuries.	<b>Jan 2024 - Present</b>
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Kendrapara, November 24, 2024

Rajani Kanta Mahalik