



SWETAPADMA PARIJA

HR Professional's

A competent MBA (HR) professional with overall 2 years of experience in HR Industry. A professional with 2 years of experience in the Govt of Odisha as an Admin Executive in HR & Operations & worked on assignments in various subjects such as Performance Management, HR strategy creation and execution, Project Management, File & Document Management etc.

Experience

Admin Executive at Govt of Odisha HR & Administration

- Assist manager to maintain employee records
- Administer payroll processing
- Complete administrative duties for the department
- Provide administrative support and data to all employees.
- Maintaining and updating the official database on time-to-time basis as per process.
- Developing effective reports, presentations, briefs as per the requirement and communication from the Government.
- Liaising between the administration and team and efficiently communicating their needs and requirements & handling them judiciously.

AURORA MANAGEMENT SERVICES

HR Recruiter

- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Naukari, LinkedIn, Indeed another hiring platform.
- Review Candidates
- Schedule Interviews for HR
- Provide Feedback about candidates to HR

HR Intern at Indian Oil Corporation Ltd. Paradeep

- Understanding the entire recruitment process as an intern.
- Managing and trouble-shooting the employee related issues.
- Real time exposure in understanding the HR Operation process & the Payment and bonus procedure of the organisation.

Aditya Birla Fashion and Retail (Pantaloon) Saheed Nagar, Bhubaneswar

- Rendering support to the operations team and getting a hands-on experience of the entire cycle like Tagging, packaging, attending customer, billing etc.
- Monitoring Customer relation techniques & developing strategies to enhance them.

Extracurricular Activities & Achievements

- Participated in National Level HRM Seminar.
- Won the 1st Prize in Inter College Quiz & Debate Competition.
- Student Manager in college & organizing and arranging college events.
- Radio jockey in Radio Sanskar 91.2 FM Channel.
- State Level Badminton & Athletics Champion.

Contact

Phone

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Email

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Address

Bengaluru India

Education

2014 -2017

Bachelor of Commerce

Utkal University

2017 -2019

Master of Business Administration

Biju Patnaik University of
Technology (BPUT)

Expertise

Advance MS Office,

Management

Strategic thinking,

Decision-making

Multi-tasking

Teamwork

Language

Odia

Hindi

English