

BABITA PRADHAN

**HUMAN RESOURCES
& MARKETING**

Bhubaneswar, India 751004
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+919337601102

STRENGTHS:

*Highly motivated and
enthusiastic to attain goals*

*Good Communication skills both
verbal and written*

*Hard working and able to work
with minimum supervision*

*Highly flexible and
adaptable to changing
environment*

High level of creativity

SKILLS:

*Verbal and written
Communication*

*Team Building
& Adaptiveness*

*Ms-word, Ms-excel, Ms-
PowerPoint*

OBJECTIVE:

To work with best of my caliber by utilizing my knowledge and skills and enhance my professional experience in **Human Resource, sales and marketing/business development** sector.

PROFESSIONAL EXPERIENCE:

FOXIVISION SCREENING SERVICE PVT LTD

Video KYC Associate

New Delhi

July 2022- Dec 2022

- Verify insurance companies' customers remotely using assisted video KYC of listening and verify their policy.
- Verify basic details through a live video recording to ensure that the policy being issued to the person is alive and real.

NCNLEO

Operation Manager

Bhubaneswar

Jan 2021-Feb 2022

- Maintain constant communication with management, staff, and vendors to ensure proper operations of the organization.
- Develop, implement, maintain quality assurance protocols, actively pursue strategic and operational objectives.
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.
- Ensure operational activities remain on time and within a defined budget.
- Track staffing requirements, hiring new employees as needed.
- Calling existing and potential customers to persuade them to purchase company products and services.
- Accurately recording details of customers' purchase orders.
- Managing customer accounts by ensuring that existing customers remain satisfied with company products and services.

FINCITY GROUPS

Brand Ambassador

Bhubaneswar

Oct 2020-Dec 2020

- Proficiency in Direct sales(B2B&B2C) for respective clients and completing tasks involved in Sales, Market.
- Understanding the pulse of the various cities and executing sales campaigns accordingly to maximize revenue for the clients.
- Coached associates in customer service techniques, regular performance appraisals and encouragement towards reaching sales goals.

NTPC Ltd

HR Intern

Kaniha, Angul

May 2019 - June 2019

Project:(HR) Employee Benefits provided to the employee of NTPC's.

EDUCATION:

Integrated MBA	Utkal University, Odisha	60%
12th	CHSE, Odisha	58%
10th	HSE, Odisha	70%