

# Ashirbad Narayan Prusty

Mobile: 8338045845, Email Id: ashirbadprusty1@gmail.com

Address: Plot No 30/A, Mahadevakodigehalli, Bengaluru-562149.

## CAREER OBJECTIVE

To pursue a highly challenging career in the area of Business Process Outsourcing (BPO) & HRM where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

## WORK PROFILE

Bachelor Of Arts (BA) 2 years of experience in the area of Human Resources Management, Administration.

## EDUCATIONAL QUALIFICATION

<i>QUALIFICATION</i>	<i>UNIVERSITY/ INSTITUTE</i>	<i>PASSING YEAR</i>
<i>BA(Bachelor Of Arts)</i>	<i>Utkal University, Odisha</i>	<i>2018</i>
<i>12<sup>th</sup> Arts</i>	<i>Utkal University, Odisha</i>	<i>2015</i>

## STRENGTH

- ✓ Proficient ability to work in a team or individual and possesses leadership qualities.
- ✓ Excellent communication skills in both verbally and written.
- ✓ Punctual, hardworking and co-operative with all team members.
- ✓ Ability to work successfully in adverse environments.

## AREAS OF EXPERIENCE

- ✓ Having Knowledge of Payroll
- ✓ Having good knowledge of **Ms Office**
- ✓ Having knowledge of maintain petty cash expenses.
- ✓ Assigned work to worker and monitoring the work done by them.
- ✓ Making work report on daily basis.

**WORK EXPERIENCE**

<b>COMPANY NAME</b>	<b>DURATION</b>	<b>DESIGNATION</b>
RELIANCE	Feb 2016 to Mar2017	Data Entry Operator
BHARTI AIRTEL LIMITED	July 2017 to Dec. 2018	Data entry Operator
NIPPON INFRASTRUCTURE COMPANY PVT LTD	Jan 2019 to Aug 2019 (Present)	H R Executive

**SOFTWARES PACKAGES**

- ❖ MS Office (Word, Excel, PowerPoint, )
- ❖ Adobe Photoshop

**PERSONAL DETAILS**

- ❖ Father's Name: Akhila Kumar Prusty
- ❖ Date of birth: 22<sup>th</sup> May 1998
- ❖ Marital Status: Single
- ❖ Nationality: Indian
- ❖ Hobbies: Reading Book, Riding Bike

**PERMANENT ADDRESS**

Village: Jaripatna  
Post: Satapatna  
District: Nayagarh  
Pin Code: 752091  
State: Odisha

Date:

(Sign)

Place:

Ashirbad Narayan Prusty