

ASHUTOSH JENA

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OBJECTIVE	Eager to leverage theoretical knowledge gained through academic coursework and internship experience to support talent acquisition, employee relations, and organizational development initiatives, ready to contribute positively to the success of a forward-thinking organization.
SKILLS	<ul style="list-style-type: none">▪ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)▪ Strong communication and interpersonal skills▪ Ability to work effectively in a team environment▪ Excellent organizational and time management skills▪ Attention to detail and accuracy in data entry

PROFESSIONAL EXPERIENCE	
Unit Sales Manager, ICICI LOMBARD	July 2023 to Present
Roles and Responsibilities	<ul style="list-style-type: none">▪ Co-ordinating internally with various functions such as U/W, Broker, Claims, Loss prevention.▪ Managing and nurturing existing client relationships.▪ Lead team of 8 agents to drive the business.▪ Recruit new agent and train them.▪ Preparing and reviewing insurance policy documents for accuracy and compliance.▪ Increasing market share and penetration by acquisition of Large Corporates.

INTERNSHIP EXPERIENCE	
Upskillz	2 Months
Roles and Responsibilities	<ul style="list-style-type: none">▪ Assisted HR team with recruitment activities, including job posting, resume screening, and scheduling interviews.▪ Participated in new employee orientation sessions and facilitated onboarding process.▪ Maintained employee records and updated HRIS with relevant information.▪ Assisted with HR administrative tasks, including filing, data entry, and preparing HR documents.

Qualification	Institute	Board/University	Year
MBA (HR and Marketing)	Trident Academy of Creative Technology	BPUT	2021-23
BSC	G.C College	Utkal University	2018-21
XII CHSE	Gurukul Kalinga Residential College, Jajpur	CHSE ODISHA	2017-18
X CBSE	A.B.M High School, Pushpa Bihar	BSE ODISHA	2015-16

Achievement	<ul style="list-style-type: none">▪ Got certificate for recruiting best and dedicated team.▪ Secured first position in college level cricket competition.
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EXTRA CO-CURRICULAR ACTIVITIES	
Social Work	My Lifeline Foundation ODISHA <ul style="list-style-type: none">▪ A Non-Government Organization focused towards supporting marginalized communities.▪ Gained valuable skills and experiences in teaching underprivileged students, enhanced teaching abilities, communication skills, and cultural sensitivity.▪ Conducted surveys in slum areas, developing community engagement skills, needs assessment, a data collection expertise. 2022