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## **CAREER OBJECTIVE**

Motivated and detail-oriented professional with experience in data management, customer service, and documentation. Seeking to leverage my organizational and communication skills in a **Talent Acquisition** or **HR Operations** role in a reputed organization, contributing to efficient hiring processes and people management while growing professionally.

## **PROFESSIONAL EXPRIENCE**

Worked as a Data Entry Operator at Epsunlabs Pvt. Ltd. in Bhubaneswar for 7 months, where I was responsible for accurately entering and verifying large volumes of data. I managed and organized company documentation, supported both the HR and operations teams with administrative tasks, ensured timely report submissions, and assisted in the onboarding process. Additionally, I contributed to improving data processing efficiency by streamlining digital records.

## **ACADEMIC QUALIFICATION**

- Passed BSc from Utkal University in 2023.
- Passed 12th (Science) from CHSE, Odisha in 2020.
- Passed 10th from BSE Odisha in 2018.

## **KEY SKILLS**

- Talent Acquisition Support.
- MS Office (Excel, Word).
- Applicant Data Management Customer Service & Client Support.
- Problem Solving & Decision Making.
- Resume Screening & Shortlisting.
- Candidate Communication & Follow-Up.

## **TECHNICAL SKILLS**

- ☐ **MS Excel:** Data entry, filtering, sorting.
- ☐ **Email Tools:** Outlook, Gmail.

## **HOBBIES AND INTEREST**

- Traveling and exploring new places.
- Listening to music.

## **STRENGTHS**

- Quick learner and adaptable to new systems and tools.
- Reliable, self-motivated, and goal-driven.
- Able to handle pressure and multitask efficiently.