

SANSKRUTI MAHAPATRA



9348215733



sanskruti.mahapatra8120@gmail.com

EDUCATION

2021-2023

MBA (HR) PMIR - Personnel Management & Industrial Relations from BJB Autonomus College

2018 - 2021

Bachelors (BA) with Economics hns. From Rama Devi University

2016-2018

+2 Arts From Rama Devi Women's College

2016

Matriculation From Chintamaniswar Girls High School

SKILLS

- Management Skills
- Administrative Skills
- Collaboration & Team Work
- Communication
- Problem Solving
- Onboarding
- Screening
- Strategic Thinking
- Negotiation
- Conflict Resolution
- Active Listening
- Recruitment
- Interpersonal Communication
- MS Word
- MS Office
- MS Excel

SUMMARY

I aspire to utilize my knowledge and skills gained from my program to contribute to the success of the Organization by effectively managing employees, maintaining positive relationships with stakeholders, and ensuring with labour laws and regulations.

WORK EXPERIENCE

**HR Executive (Continuing)
Sadhoba Stars Pvt. Ltd.**

- Hiring from various job portals
- Screening of the Resumes
- Recruitment & On boarding of the new Employees
- Joining Formalities
- Induction of the New Employees
- Performance Management
- Attendance Management
- Skill Development
- Processing Salary of the Employees
- Employees Leave Management System
- Vendor Management & Petty Cash Management
- Regular conduct of meetings
- Arrangement of Events
- Arrangement of CSR Activities
- Grievance Handling
- Coordinate in Machine & Factory Maintenance
- Marketing Coordination
- Engaged in Manufacturing process

WORK EXPERIENCE

HR Associate (Nov 2023 - Mar 2024)

Trackepay Fintech OPC Private Limited

- **Recruitment & On boarding of the new Employees**
- **Joining Formalities**
- **Induction of the New Employees**
- **Performance Management**
- **Employees Data Base Management**
- **Processing of Pay Role & Salary of the Employees**
- **Employees Leave Management System**
- **Vendor Management & Petty Cash Management**
- **Legal Compliance**
- **HR Policy Implementation**
- **Regular conduct of Online meetings**
- **Arrangement of Events**
- **Arrangement of CSR Activities**

Language

- **English**
- **Hindi**
- **Odia**

I do hereby declare that the above details furnished are true and correct.

Date -

Place-