

# RESUME



**CHANDRIKA PANDA**

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Address for Correspondence: Bhubaneswar, Odisha

## PROFESSIONAL PROFILE

- **Master in Personal Management & Industrial Relation in BJB Autonomous College Bhubaneswar.**
- I Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and to make use my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

## KEY SKILLS

- Excellent in understanding and analyzing the human behavior.
- Management and leadership skills.
- Exceptional presentation and interpersonal skills.
- Ability to work in a team as well as individual.

## ACADEMIC CREDENTIALS

Qualification	Board/University	Institution	Year Of Passing	Marks (%)
MA PM&IR	Utkal University	BJB Autonomous College Bhubaneswar	2021	75.25%
Bachelor of Arts	Fakir Mohan University	Bhadrak Women's College Bhadrak	2015	47.28%
12TH	Council of Higher secondary Education Odisha	N.C. JR College Jajpur	2012	50%
10TH	Board of Secondary Education Odisha	Haramani Girls High School Bhandari pokhari	2010	65%

## TRAINING & CERTIFICATIONS

- A three months certification in Retail Banking from **Bankedge –academy for banking and finance**. Gained knowledge about various aspects of Banking operations
- 45 Days training on “HR Management along with business R&D” From “CAREER DREAMS EDUCATIONS”.

## PROJECT

**Name:** HUMAN RESOURCE MANAGEMENT SYSTEM

**Description:** To find the relation and effect of Human Resources Management System with organization effectiveness.

**ROLE:** Team Leader

## ADDITIONAL QUALIFICATION

- One year Post Graduate Diploma in Computer Application (**PGDCA**) from Micro Computer Education.
- One Year Diploma in Nursery Teacher’s Training from Jai Bharat’s College of Nursery Teachers Training, Odisha.
- Abhigy & Snatak (Graduate Degree) in Hindi Literature.

## COMPUTER SKILLS

- Proficient in basic use of MS Office.
- Microsoft Excel and Google sheets.

## ADDITIONAL INFORMATION

**Permanent Address:** AT-Sarapada,PO/PS-Bhandari pokhari,Dist-Bhadrak,  
Odisha, Pin-756120

**Date of Birth:** June 8,1995

**Gender** : Female

**Languages known:** Odia, Hindi, English

## DECLARATION

I hereby declare that the above- mentioned information is true to the best of my knowledge

**Place:** Bhubaneswar

Chandrika Panda