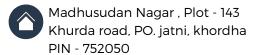
### ANINDITA SWETAPADMA MOHANTY

#### **CAREER OBJECTIVE**

To gain a consistently positive atmosphere to learn new technical skills and implement them for the betterment of the organization which will provide me job satisfaction and self development and help me to achieve organizational as well as personal goals

# +91 8763329151

## aninditamohanty020@gmail.com



#### LANGUAGE

- English
- Hindi
- Odiya (basic)

#### **AWARDS AND ACTIVITES**

- Participated in different curricular activities
- Quiz competitions
- Awards in business events

#### **HOBBIES**

- cooking
- Dancing
- Travelling & Exploring
- Listening & Singing songs

#### **EDUCATION**

#### **UTKAL UNIVERSITY**

INTEGRATED MBA 2021 - 2024 (BBA) GRADUATION 2024 - 2026 (MBA) UNDER POSTGRADUATE

#### KENDRIYA VIDYALAYA KHURDA ROAD

- +2 SECONDARY EDUCATION
- 2019 2021
- CBSE
- 82 %

#### KENDRIYA VIDYALAYA KHURDA ROAD

- MATRICLUATION
- 2017 2019
- UNDERGRADUATE
- 83 %

#### **SKILLS**

- · Problem solving ability
- Creativity
- Social adaptability
- Team work
- Critical Thinking
- Leadership

#### **ACHEIVEMENTS**

- professional IMUN participation certificate
- Best HR practitioner

#### **EXPERIENCE**

### HIREPRE TECNOLOGY PRIVATE LIMITED, OCAC TOWER

#### **AUGUST 2023 - Present - OPERATIONAL HR AND RECRUITER**

- Source, screen and interview potential candidates
- Develop and maintain relationships with potential and current applicants
- Coordinate recruitment activities, such as job fairs and open-house events
- Track and analyze recruitment data
- Review resumes and job applications
- Manage applicant tracking system
- Develop job descriptions and job postings
- Perform reference checks and background checks
- Provide recruitment advice to hiring managers
- · Ensure compliance with employment laws
- Negotiate job offers with candidates
- Participate in recruitment process improvement initiatives
- Stay up-to-date on employment trends and industry best practices
- Conducting all departments scrum calls
- Updating attendance & Performance tracker.
- Leave magagement

#### **DECLARATION**

I do hear by declare that all the above statements are true to the best of my knowledge and belief.