

## **AMITANSHU PUJAHARI**

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### **CAREER OBJECTIVE**

Want to succeed in an environment of growth and excellence, a job which provides job satisfaction, self-development and to achieve organizational as well as personal goals.

### **WORK EXPERIENCE**

1. 11 months of Working experience in Birla Global University an initiative by Birla Group as an Admission Executive.

#### **Job Description:**

- Work profile for the job is to make admissions of students into the University and to keep all the data updated in the office records.
- To ensure all the activities of the admission going smoothly and as per the office guidelines or not.
- To manage overall admissions and the data related to admissions properly.

2. 1 Year of Working experience in Arohan Financial Services Ltd. an NBFC-MFI as an Assistant Branch Head.

#### **Job Description:**

- Key role of the job is Cash Management and Risk Management.
- Manage the overall quality of the branch such as Audit Grading, PAR collection, OD & LUC sheet management, Branch Hygiene, etc.

3. 4 Months of Working Experience in Alankit Ltd. as a GST Marketing Executive

#### **Job Description:**

- To summarize about the products and services that are provided by the company like Muneemji a Complete GST solution, GSK services, E-Way Bill, etc.
- To visit the clients for payments and if they are facing any problems regarding any products or services.

### **Internship Program (Nov-19 to Jan-20)**

**Project Title :** ANALYSIS REPORT FOR OPERATION ON TAGGED PROPERTIES  
**Organization :** Oravel Stays Pvt. Ltd. (OYO)  
**Role :** Key Accounts Manager  
**Platform Used :** OYO Applications, MS office  
**Contribution :** Analysis, report generation and overall management of the tagged properties  
**Description :** This project is about the overall management of the tagged properties and to monitor their performance levels.

### **ACADEMIC PROJECT (July-17 to Aug-17)**

**Project Title :** Analysis of Mutual Funds & Stocks  
**Organization :** Reliance Securities Ltd.  
**Role :** Office Intern  
**Platform Used :** MS office.  
**Contribution :** Analysis and Report Generation  
**Description :** This project is about the thorough study of mutual funds and stocks and making a report on it as per the market studies.

### **SCHOLATIC**

2018 : PGDM from Rourkela Institute of Management Studies, Rourkela with 75% marks.  
2015 : B.com from Hirakud Degree College, Hirakud with 43% marks.  
2012 : 12<sup>th</sup> from G.M Junior College, Sambalpur with 56% marks.  
2010 : 10<sup>th</sup> from Budharaja High School, Sambalpur with 72% marks.

### SUMMARY OF SKILLS

- ❖ Excellent communications skills
- ❖ Customer Relationship Management
- ❖ Positive attitude towards work

### Interests

- ❖ Listening Music
- ❖ Love to travel
- ❖ Love to Cook
- ❖ Watching Movies

### EXTRA CURRICULUM

- ❖ Participated in the Inter School level Chess Competitions.
- ❖ Involved in various cultural activities held at School and College level.
- ❖ Took part in Badminton tournaments held at college levels.
- ❖ Certified at different school and college level Drama competitions.

### TECHNICAL SKILLS

- ❖ MS Word, MS Excel Advance, MS Power point, Microsoft Windows XP, Vista 7, Win-7 Professional, WIN-8.1(PRO), Win-10
- ❖ Fair Knowledge about GST
- ❖ Tally ERP.9

### PERSONAL SNIPPETS

Date of Birth : 01<sup>st</sup> June 1995  
Gender : Male  
Languages Known : English, Hindi and Odiya