

# SATISH KUMAR MAHAPATRA

**Senior Assistant HRO at JSW Global Business Solution Ltd**

## OBJECTIVE

A self-motivated and result oriented MBA HR and International Business looking for opportunity in the field of human Resource development to grow my skills and knowledge, which can further lead to the growth of the organization.

## ABILITY & SKILLS

- Handle variety of work under pressure of deadlines.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.
- Excellent communication skills.
- Ability Ready to adept all situations.
- Knowledge in Microsoft Word, Excel and PowerPoint.
- Working fine with internet Technologies.
- Self-confidence & very specific to my promises that I make.
- Strong in learning the new methodologies of HR.

## Experience

**Senior Assistant HRO at JSW Global Business Solution Ltd at Bhubaneswar under PersolKelly Service India Pvt. Ltd. from Jan 2023 to Sep 2023**

- Monitor internal HR systems and databases.
- Working on improving employee relation
- Updation of Employee profile in Darwinbox.
- Managing MDM (Master data management)
- Maintain the work structure by updating job requirements.
- Monitor internal HR systems and databases.
- Address employees' queries on issues related to compensation and labour regulations, and all other relevant topics.

## INTERNSHIP

Sterling Holidays, Puri, Odisha.

HR Internship – 10<sup>th</sup> Feb 2022 to 26<sup>th</sup> March 2022

- Updated the internal databases with new employee information like contact details and employment forms.
- Follow-up the employees working hours, leaves and bank accounts.
- Screened resumes and application forms.



Bhubaneswar




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<https://www.linkedin.com/in/skm36>

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- Reviewed and distributed company policies in digital formats or hard copies.
  - Participated in organizing company events.

#### **EDUCATIONAL PROFILE**

- MBA (HR & International Business) from GANDHI GLOBAL BUSINESS STUDIES, Berhampur, affiliated by BPUT Odisha in 2022.
- BA (Economic Hons.) passed in 2020 with 64.60% From RCM Sc. College, Khallikote under Berhampur University.
- +2 Arts Passed in 2017 with 50% from RCM Sc. College, Khallikote.Gjm
- 10th passed in 2015 with 57.05% from Students High School, Sabulia under BSE Odisha.
- PGDCA Completed from CULTEC Computer Institute, Rambha, Ganjam.

#### **PERSONAL DETAILS:-**

Father's Name	:	Sri Surya Narayan Mahapatra
Date of Birth	:	30-04-1999
Languages Known	:	English, Hindi, Odiya
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu
Caste	:	GEN

#### **STRENGTHS:-**

- Hardworking, Punctuality, Sincerity, Determination.
- Positive Thinking, Willingness to learn new things.
- Good Listener

#### **HOBBIES:-**

- Listening & Singing Song.
- Net Surfing.
- Video Editing & vlogger.

#### **Declaration**

I hereby declared that all the above statements made in the CV are true & correct to the best of my knowledge and belief.

Date:

Place: Bhubaneswar  
[Satish Kumar Mahapatra]

