

To secure and maintain a challenging position in good organization so that I can expand my learnings, knowledge and skills which will bring truthful results to the organization.

## EDUCATION

### CFA level 1 candidate

CFA Institute

11/2023 - Present

### Master in Business Administration

Niis institute of business administration

10/2020 - Present

### Bachelor in Commerce

Fakir Mohan Autonomous College

08/2017 - 09/2020

### Intermediate

Fakir Mohan Junior College

07/2015 - 08/2017

### Matriculation

Parikhi Regional High School

05/2014 - 03/2015

## WORK EXPERIENCE

### HR Intern

Aashman foundation

07/2022 - 09/2022

- Post new positions on various portals
- Involved in onboarding process of employee
- Take preliminary interviews

### Audit Trainee

Om Kejriwal & Co

09/2022 - 05/2023

Bhubaneswar, Odisha

#### Achievements/Tasks

- Performed internal audit of a automobile company and prepared monthly reports of sales.
- Audited government schools cash book and other documents
- Wrote reports when discrepancies detected and reported to company executives immediately.
- Completed stock audit of a steel plant and reviewed over 12000+ materials and reported differences.

## PROFESSIONAL SKILLS

Attention to minute details

Ability to work under pressure

proficient in MS word, Excel

Team work and team leadership

Stress management

## PERSONAL PROJECTS

Customer Satisfaction level towards parle products  
(08/2021 - 09/2021)

## LANGUAGES

English  
Professional Working  
Proficiency

Hindi  
Native or Bilingual Proficiency

Odia  
Full Professional Proficiency

## INTERESTS

Travelling

Reading Books

Listening to Music

Trekking