



**SUBHRAKALI NAYAK**

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## OBJECTIVE

To work in a challenging and competitive environment where I can utilize my skills & knowledge for the growth of your organization.

## EDUCATION

Degree	University / Institute Name	Grade / Percentage
MBA – Finance (2022)	Gandhi Institute for Technology	74.25%
B.com - Accounting (2019)	Utkal University	66.26%
CHSE	Council Of Higher Secondary Education, Bhubaneswar	50.83%
HSC	Board Of Secondary Education, Odisha	76.83%

## WORK EXPERIENCE

Total Experience- 1.2 Years

**PEOPLE'S FORUM, BHUBANESWAR**

**Branch Incharge**

Working as a Branch Manager

Job Profile: (Handling Staff)

- To ensure the achievement of disbursement target with minimum delinquency.
- Identifying Joint liability groups disbursed loans, to suit the target customer.
- Assess potential client base and product acceptability in new regions, areas opportunities for geographical expansion of operational areas.

- Makes a close follow up of the disbursed loans, especially of the ones not paying in time.
- Build strong client relationship both internally and externally and build a strong brand identification with potential customer.

## SKILL

- 👉 Tally ERP 9
- 👉 MS Office
- 👉 Communication
- 👉 Team Work
- 👉 Leadership
- 👉 business sourcing

## SUMMER INTERNSHIP

Summer Internship at Odisha Capital Market & Enterprises Ltd, Bhubaneswar (1 months) on “A Study on analysis of mutual fund performance”.

I have done marketing internship at Universal Tribes in virtual Mode in the duration of 1- month.

## CERTIFICATION

- 👉 Diploma in Accounting

Odisha State Open University, Sambalpur (01/2023 - 05/2023)

## OTHER INFORMATION

### Achievements:

- Received spot award.
- Received Voluntary award

### Language Proficiency:

Language	Proficiency Level
English	proficient
Hindi	proficient
Odia	proficient

### Personal Information:

**D.O.B** – 06May 1999

**Marital Status** – Single

**Address-** Prachi Vihar, Palasuni, Rasulgarh,751010, Bhubaneswar.

**Declaration:**

I solemnly declare that all the information furnished in this document is error-free to the best of my knowledge.

**DATE: 07/12/2023**

**PLACE: BHUBANESWAR**

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