

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

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

+91 8763329151

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Madhusudan Nagar , Plot - 143
Khurda road, PO. jatni, khordha
PIN - 752050

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

EXPERIENCE

HIREPRE TECHNOLOGY 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 management

DECLARATION

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