

# ASHISH KUMAR SAHOO

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DOB - 10<sup>th</sup> July 1987

## CAREER OBJECTIVE

I would like to associate myself with your esteemed organization. Target for Challenging work and utilizing the opportunities for growth. Excellent aptitude, strong Analytical skills & good depth of knowledge in Electronics & telecomm. & Graphic designing field along with the ability to enhance the team work environment.

## EDUCATIONAL QUALIFICATION

- B.Tech in Electronics Communication Engineer, from APEX under BPUT in 2012.
- Diploma in Electronics & Telecommunication Engineer, from DRIEMS under SCTE & VT in 2009.
- 10<sup>th</sup> from Board of Secondary High School, Orissa in 2002.
- VFX animation, Compositing, Editing from Reliance Education continue.
- Diploma in Hardware Networking & Multimedia from CAC under DOEACC in 2009.

## HANDS ON EXPERIENCE

Working in Ashok Leyland (Service Mandi) as Costumer Service Executive Jan 08<sup>th</sup> 2018 to Nov 2018.

Working in FIDR India, Bhubaneswar as Administrative Officer cum Designer Oct. 02 to Dec 31<sup>st</sup>, 2017.

Working in Arya School of Management & Information Technology. Bhubaneswar as Corporate Relationship Executive 24 Nov 2016 to Sep 2017

Working in Sun Hospital, Cuttack as HR Executive Jan 2015 to Nov 2016.

Part Time Faculty in Multimedia at SDIC Computer Institute, BBSR. Sep,2014 to May 2016 date.



C/O- Kalyan kumar sahuo

At/Po- Bidanasi, Chahata

Nagar, Lane-4

Dist- Cuttack

Odisha.

## JOB DESCRIPTION

### Graphics Designer :

- Cultivate a solid body of work
- Take the design “brief” to record requirements and clients needs
- Work with a wide range of media and use graphic design software
- Think creatively and develop new design concepts, graphics and layouts
- Work as part of a team with copywriters, designers, stylists, executives etc.

### HR Executive (Recruiter):

- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare and post jobs to appropriate job board/newspapers/colleges etc.
- Source and attract candidates by using databases, social media etc.
- Screen candidates resumes and job applications.
- Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule.

## PERSONAL COMPETENCISE

- Smart Worker.
- Challenging at every moment.
- Patient and Adaptability.
- Positive Nature & Creative Mind.
- Having good motivational skill to achieve the goal.
- Quickly adjustable with a new environment .
- Knowledge of analytical, logical and problem solving skills to quickly adapt to new technologies by self learning.
- Material handling of the project.
- Manpower management & proper coordination with other departments, seniors & juniors.

## DECLARATION

*I hereby certify that all the information provided above is true to the best of my knowledge and an appointment given to me on this basis can be revoked or terminated at any time in future if any information has been misstated or unstated.*

Place -

Date -

Signature

## INTERESTS & ACTIVITIES

- Design with Creativity  
(Graphics Designer)
- Surfing Net, Social Sites.
- Playing Cricket
- Listening Music
- Watching Movies,  
Discovery Channel, Music  
Channels
- Long Drive
- New Place Visit

## REFEREES

Marital Status : Unmarried

Gender : Male

Nationality : Indian

Religion : Hindu

Languages Known : Oriya,  
Hindi & English