

# **RESUME**

**Bijaya Mallik**

Bhubaneswer, Odisha, India.

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## **DESIRED EMPLOYMENT / OCCUPATIONAL FIELD**

### **CAREER OBJECTIVE**

To excel in field of computer operation and windows, I am able to work with dedication and sincerity and I can exercise my leadership quality, problem solving, team building, and system thinking skills to develop excellent performing team hence can contribute my best to the growth of the organization.

### **ACADEMIC QUALIFICATIONS**

<b>Degree</b>	<b>Year</b>	<b>Institution</b>	<b>Board/ University</b>	<b>Specialization</b>
MBA	2019	RCEM, Collage BBSR	BPUT	Marketing & HR
GRADUATION	2016	BRM Collage, Bhuban.	UTKAL UNIVERSITY	C.B.Z
HSC	2012	BRM Collage, Bhuban	C.H.S.E	Physics, chemistry, math.
BSE	2010	Panchayat High school, Mandar	BSE., ORISSA	Social science and mathematics

### **WORK EXPERIENCE:**

*.Working as a Sales Officer at BARALEYAH AGENCIES for HERBOVEDIC COSMETIC. (JUNE 2017 to OCT 2018) (odisha)*

*.Working as a Sales Manager at SATYA ENTERPRISES. (NOV 2018) (odisha).*

*.Working as a Forecourt Sales Assistant ( FSA) at Bharat petroleum corporation Ltd in lubricants department. (Aug 2019 to Feb 2022)*

*.Working as a BDE (Business Development Executive) in Byju's from Mar 2022 to Jan 2023.*

*. Working as a Real Estate Field Officer, in Reliance Jio Infocom Ltd. From Apr 2023 to Till Now.*

### COMPUTER SKILLS

Operating System	WINDOWS
Package Known	MS-OFFICE, EXCEL,POWER POINT, PPT,

### PERSONAL INFORMATION

Date of Birth/ Age	⇒ 07-July-1994
Marital Status	⇒ Unmarried
Hobbies	⇒ Interacting with different people ⇒ Traveling, Playing Guitar. ⇒ Reading motivational books, motivate and inspiring others.
Strengths	⇒ Accept each failure as a challenge ⇒ Adaptability, Good team player ⇒ Strong interpersonal skill ⇒ Perform under pressure
Extra-Curricular Activities	⇒ Participated in social activities like Polio awareness, AIDS awareness programs, family planning etc. ⇒ Participated in college level debate and presentation competition.
Languages Known	⇒ English, Hindi, & Oriya.
Skills known	⇒ System thinking, Problem solving, creating client value, Team building, Negotiation, Time management, Inter personal skills.

### DECLARATION

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

Date:

Place: **BHUBANESWAR**

**BIJAYA MALLIK.**