

SANTOSH KAMILA

PROFESSIONAL SUMMARY

To work in a challenging and team environment set and achieve long and short-term goals using innovative technologies where I can constantly deliver solution to problems successfully

EXPERIENCE

Executive Assistant to MD, Shree Lakshmi Agri-foods Pvt Ltd.
Bhubaneswar

01/2023 to Present

- Assisting the MD of the Organization.
- Preparing Minutes of the Meetings & Co-ordinate with the HOD's on the action pointers.
- Managing Databases and Filing Systems.
- Drafting of general replies as per direction & Doing correspondence on behalf of the MD's direction.
- Handling his Business / Corporate Communications.
- Responsible for Time Office, Travel Booking, Internal External meeting scheduling and coordination.
- Assisting Accounts department as well as systems department on their work.

Expert Counselor, Nirmaan Organization
Hyderabad

01/2021 to 07/2022

- Client Coordination and Project Document preparation.
- Answering the calls from students.
- Making daily, weekly and Monthly reports on excel.
- Making essential reports and presenting in front of the donors.
- Collecting information on educational notifications
- Deliver career Guidance webinar sessions online through ZOOM, Google Meet, WebEx and Microsoft Teams.
- Coordinate with Headmasters and required officials to conduct the sessions.
- Assist all managers with data management and analysis to ensure smooth operations.

Bhubaneswar

- Gives Training to School Teachers (E Learning) Software that how they will use Smart class in class room
- Prepare Daily and Monthly Report in Excel.
- All types of data entry work in school.
- Admission of the Students.
- Various Clerical Work.

Marketing Counselor, Zenith Institute of Science & Technology 05/2011 to 06/2014

- Counseling of students for the course of B.Tech and Diploma
- Visiting various institutes to counsel the students for admission.
- Documentation
- Coordinate with various Govt. Officials

**CORE
QUALIFICATIONS**

• **Academic counseling**

- Academic planning

- Google Sheet

• **Sales business
plan**

development

- Advance Excel

• **Advance MS Office Skills**

- Learning plan
Development

EDUCATION

Graduation in the Field of Commerce, Utkal University, Bhubaneswar, Odisha	2011
Intermediate in Commerce, Council of Higher Secondary Education, Odisha	2008
SSC, Board of Secondary Education, Odisha	2006
Post graduate diploma in computer education (PGDCA).	2010
OS-CIT (Odisha State – Certificate in Information Technology)	2015

Skills

- Excel 2003, 2007, 2010 Version as well as Excel Formulas like Vlook up, Pivot Table, Charts, Basic Formulas, Query Function etc.
- Typing Speed - 35 wpm.
- Ability to deal with people to do anything and willingness to learn responsibility and confidence
- Team Player

**ADDITIONAL
INFORMATION**

- Father Name – LAXMAN KAMILA
- DOB - 16th May 1991
- Gender - Male

- Marital Status - Married
- INTEREST : Travelling, Eating Foods, Net suffering and Reading books & news papers
- LANGUAGE : Odia ,Hindi & English