

# **CURRICULUM VITAE**

## **CHIRANJIVI GUHA**

**Address- Plot No-E/47,Sector-7**

**CDA, Markat Nagar, Cuttack-753014**

**Odisha, India**

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## **CAREER OBJECTIVE**

To secure a challenging position where I can apply my skills and keep my knowledge updated with new trends and to gain around in my profession while ensuring progress, flexibility and advancement of organization.

## **ACADEMIC DETAILS**

| <b>Qualification</b> | <b>College/School</b>                     | <b>Board</b>        | <b>Stream</b>                                     | <b>Year of passing</b> |
|----------------------|---|---------------------|---|------------------------|
| 10 <sup>th</sup>     | Kendriya Vidyalaya,<br>Cuttack            | CBSE                | All   | 2011                   |
| 12 <sup>th</sup>     | Indigo college of science<br>and commerce | CHSE                | Commerce  | 2013                   |
| B.Com pass           | Christ college , Cuttack                  | Utkal<br>University | Commerce  | 2016                   |
| M.Com (HRM)          | DDCE Utkal University                     | Utkal<br>University | Human<br>Resource<br>specialization<br>(Commerce) | 2018                   |

## **COMPUTER KNOWLEDGE**

❖ PGDCA

❖ ERP Tally 9.0

## **EXPERIENCE**

- ❖ Grifeo HR Executive 6 Months
- ❖ Diio Junior HR-cum-Operation 4 Months.

## **SKILL**

- ❖ Communication skill
- ❖ Leadership skill
- ❖ Excel
- ❖ Tally ERP
- ❖ Recruitment on Job Portal
- ❖ Ability to deal with people diplomatically

## **ACHIEVEMENTS**

- ❖ Selected for N.C.C. “B” grade certificate.
- ❖ Dissertation at University topic related management training of skill and development strategy in corporate sector 2018.

## **HOBBIES INTEREST**

- ❖ Social work
- ❖ Sports

## **PERSONAL DETAILS**

|                |   |                                 |
|----------------|---|---------------------------------|
| Name           | - | Chiranjivi Guha                 |
| Date of Birth  | - | 26 <sup>th</sup> May 1995       |
| Father's Name  | - | Debabrata Guha                  |
| Mother's Name  | - | Monika Guha                     |
| Gender         | - | Male                            |
| Nationality    | - | Indian                          |
| Language Known | - | English / Hindi /Odia & Bengali |
| Strength       | - | Management                      |

## **DECLARATION**

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

Place – Cuttack  
Date -

**CHIRANJIVI GUHA**