



# Padma Charan Jayasingh

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## OBJECTIVE

"I am looking for an entry-level position to kickstart my career in the HR field. I wish to work in a dynamic organisation that will contribute to my professional and personal growth while I contribute to the growth of the company as well as engage in opportunities to further the company's goals."

## INTERNSHIP

- Organization – Nalco , Angul  
Subject – Social Security Measures in Nalco  
Tenure – one month

## EDUCATION

- |      |   |
|------|---|
| 2022 | • <b>Masters in Industrial Relations and Personnel Management</b><br>Berhampur University, Berhampur<br>6.90 CGPA         |
| 2020 | • <b>+3- Bachelor in Science Core Subject – Chemistry</b><br>Nayagarh Autonomous College under Utkal University<br>70.8 % |
| 2017 | • <b>+2- CHSE , Odisha Stream – Science</b><br>Prahallad Mahavidyalaya, Padmabati<br>68%                                  |
| 2015 | • <b>10th – BSE, Odisha</b><br>Biswanath Dev Bidyapith, Baunsabati<br>76.67%  |

## TECHNICAL KNOWLEDGE

- Basic computer  
Tally  
Ms office – Ms word , Excel , PowerPoint

## SKILLS

Good communication skills

100%

Quick learner

100%

Ability to work independently

100%

## KEY STRENGTH

- Self-confidence  
hard working  
Patience  
Positive Attitude

## EXPERIENCE

- • Fresher

## ADDITIONAL INFORMATION

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Father name: Matia Nayak  
Date of birth: 09-july-1999  
Marital status: Unmarried  
Nationality: Indian

## LANGUAGES

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- Odia , Hindi, English

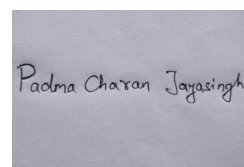
## DECLARATION

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- I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place :

Date :

A rectangular box containing a handwritten signature in black ink on a light gray background. The signature reads "Padma Charan Jayasingh".

PADMA CHARAN JAYASINGH