

ANANDITA BEHERA

Cuttack, Odisha | 9861675055 | anandita.behera55@gmail.com

PERSONAL DETAILS

Date of Birth: 20/06/1998

Marital Status: Unmarried

Gender: Female

OBJECTIVE

Seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I am able to enrich my skills and aid the development of the firm I work with.

EXPERIENCE

Rashmi Outsourcing | HR Executive | Feb 2022 – Present

Responsibilities:

Recruitment and Onboarding:

- Maintain accurate and up-to-date candidate records in the applicant tracking system (ATS).
- Managing Recruitment life cycle - job posting, sourcing, screening, selection, engagement & offer.
- Ensuring interview invites shared, follow up calls, hand holding the candidate till final interview.
- Sourcing & conducting screening of CVs to check various aspects like candidate's qualification, current company, and job location, discard job hoppers.
- Conducting primary screening calls to check candidates' interest and availability, the reason for the change, communication skills, Attitude, proficiency in the required technical skills and salary expectations.
- Sourcing through various channels like Job portals (Naukri), Referrals, existing database, LinkedIn.
- Assist in posting job vacancies and screening resumes.
- Coordinate interviews and follow up with candidates. Prepare on-boarding materials and facilitate new employee orientations.

Training and Development:

- Coordinate training sessions and workshops.
- Track and report on employee training progress.
- Identify training needs and coordinate professional development program.
- Develop and implement orientation programs for new hires.

Other Responsibilities:

- Event Planning: Organize company events, celebrations, and team-building activities.
- HR Projects: Participate in HR projects and initiatives, such as diversity programs and employee engagement surveys.
- Communication: Act as a point of contact between the HR department and employees. Ensure effective internal communication within the organization.

EDUCATION

- North Orissa University
MBA | HR & Finance | 2021
- Biju Pattnaik College of Science & Education, Jaydev Bihar
Graduation | Science | 2018
- Netaji Subash Memorial City College, Cuttack
CHSC | +2 Science | 2015
- Bari Balika Bidyalaya, Balasore
HSC | 2013

SKILLS

- PGDCA
- MS Power Point, Excel, Word, Office
- Creativity
- Teamwork
- Adaptability

LANGUAGES

- English
- Hindi
- Odia

INTERESTS

- Crafting
- Drawing
- Love to Travel

PERSONAL TRAIT

- Excellent organizational and multitasking abilities.
- Attention to detail and problem-solving aptitude.

DECLARATION

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

Anandita Behera