

# Curriculum Vitae

## **Mrs. Anita Kumari Sahu**

Academician from Berhampur University

Department Of IR & PM

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### **Objective:**

Intend to continue my career in an organization by working with a group of committed, dedicated & dynamic people. I would like to justify the integration of all my skill, ability & past experience with effective strategies innovative thinking .Which insists me to render high class performance to stand upon the target of achievement of the organization's objective. I would be looking forward to work with a group of most efficient, dynamic and result oriented personnel to ensure the high class performance with minimum risk. Always love to take responsibilities to ensure won my role as a key player in a challenging & creative environment to achieve employer's goal and customer.

### **Education:**

- IR & PM Degree from Berhampur University, with percentage of 75.8%.
- Bachelor of Arts from S.B.R.Govt Women College, Berhampur with percentage of 60%.
- Intermediate from , S.B.R.Govt Women Berhampur with percentage of 62%
- Tenth Class from G.S & T. School (for women) Berhampur, Odisha with a pass percentage of 56%.

### **Project Synopsis:**

I had undertaken a project at Hindustan shipyard limited, Vishakhapatnam, State of Andhra Pradesh, for 1 month from 1 June 2013 to 30 June 2013 on "Management of Safety".

### **Work experience:**

- (a) I have worked as a CSE at Muthoot Fincorp Ltd since 2017 -2018.
- (b) I have worked as HR Executive at Das and Sons Infracon (P) Ltd. (Berhampur) from 2015 – 2017
- (c) I have experience of teaching as a computer instructor at VJ Info Institution.(Berhampur) from 2012-2014

My preferable areas are:

I was looking after various areas at Muthoot Fincorp such as:

- Cash transaction
- Gold appraiser

- Administrative work.
- Sales of gold and silver ornaments.
- Sanction of business loan and recovery.
- Sales of health insurance.
- Making strategy of business expansion.
- Looking after every individual administrative work should be done through the upgraded SAP technology.
- Looking towards Guards welfare and safety aspects.
- Maintaining all statutory registers and statutory returns to Govt authorities.
- Checking of medical bills, tour bills, expenses statements, contractor's bills and other bills.
- Making payroll structure of concern to 250 employees.
- Calculation of bonus & over time, as per company policy.
- Preparation of tender, negotiation, agreement and termination of contract.

#### **Computing skills:**

- Knowledge in Ms. Office, Tally ERP9, Oracle 9g, Ms Access, Visual Basic 6.0.
- Operating systems: Well versed with Windows 8, Windows XP, 2000, 98.

#### **Achievements:**

- Won prizes at inter university levels for basket ball.
- Active in sports and secured prizes at college level in games like chess, carom.
- Participated in various interstate sports competition at university level.

#### **Hobbies :**

- House keeping
- Web site searching
- Glass painting
- Cooking

#### **Skill and Abilities:**

- **Interpersonal Skill:** I am more autocrat in nature and have no issues with my peers, superiors or my subordinates.
- Customs and value are having a lot impact on me shape and furnish my life and always helped me to obtain a realistic approach to be good human being and a true path finder.
- Having a keen desire to be a true member for the new aspirants and fellow member by saving a large amounts of data's and information through the dynamic teaching process.

- I am always having curiosity to acquire the facts and figure which can upgrade and enhance my existing knowledge which allows me to bring a pervasive success for me and my organization.

#### **Additional Strengths:**

- Honesty
- Adoptability
- Team Building
- Liasoning
- Problem Solving
- Decision Maker
- Reliable

#### **Personal Details:**

- Husband Name: Sunil Kumar Pati
- AT/PO : C/o-Subrat kumar nayak, Sadananda bihar 6<sup>th</sup>
- Lane, Gosaninuagaon
- Dist : Ganjam
- Pin : 760003
- Marital Status : Married
- Nationality : Indian
- DOB: 7<sup>th</sup>, July 1989
- Languages Known: English, Hindi, Oriya

**Yours Faithfully**

ANITA KUMARI SAHU