

# Curriculum Vitae

**Name: Madhusmita Rana**

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## CAREER OBJECTIVE

I want to grow my career as an HR .An organization where I can enhance my knowledge and give my best to the organization . I aim to contribute towards the growth and development of the organization by effectively managing and improving the human resources and a positive work culture and aspire to enhance my own professional growth and continually develop my expertise in HR management.

## EDUCATION QUALIFICATION

- Pursuing **M.B.A (HR & Marketing )** from **Gandhi Institute For Technology (autonomous)** college.
- Completed Graduation with bachelors in science with botany honors from **Govt. Autonomous College , Angul** under **Utkal University** in the academic year **2021**.
- Completed intermediate from **Institute Of Higher Secondary Education, SOA UNIVERSITY , BBSR ,( CHSE Board)** in the academic year **2017**.
- Completed Matriculation from **R D High School , Kishoreganj ( HSEBoard)** in the academic year **2015** .

## INTERNSHIP PROGRAMME

- **TATA STEEL KALINGA NAGAR (Summer Internship) 60days duration**

**TOPIC- The Contract labour act, 1970**

- Rights and duties of the contractor
- Welfare provisions
- Interaction with employees

- **DSF Pvt. Ltd (Winter Internship) 60 days duration**

**TOPIC- Recruitment and Selection**

- Screening of resumes and application forms
- Scheduling interviews by coordinating with the candidates
- Planning and overseeing of new joiners

## TECHNICAL SKILL

MS Office ( Word , Excel , Power point)

## SEMINARS & WORKSHOPS

- **Make in Odisha Conclave.**

Attended make in Odisha conclave at **Janta Maidan** on 4<sup>th</sup> November.

- **G20 SUMMIT 2023**

Attended G20 Summit at **IMMT BHUBANESWAR** in April 2023.

## STRENGTHS

- Time management
- Dedicated
- Adaptability
- Teamworkk

## HOBBIES

- Painting
- Writing

## PERSONAL DETAILS

Father's Name	: Mr. Sukanta Kumar Rana
Mother's Name	: Mrs. Puspanjli Rana
Nationality	: Indian
Marital Status	: Unmarried
DOB	: 28/04/2000
Gender	: Female
Languages Known	: English, Hindi, Odia

## DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge .

**Date:**

**Place: Bhubaneswar**

**Signaturer:**