

TRUPTI PRAJNAN BEHERA

Bhubaneswar, Odisha, India

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in <https://www.linkedin.com>

OBJECTIVE

Human Resource graduate|People Oriented person with strong Communication and Interpersonal skills|Well-acquainted with HR databases, Hiring procedure, Recruitment activities,Employee Engagement|Excellent Negotiation skills.

EDUCATION

Amity University Noida

2023-Continue

Master of business Administration

Biju Pattanaik Degree College of Science and Education,Bhubaneswar

2018-2021

Graduation

CGPA-7.31 With distinction

Paradeep College Paradeep,Odisha

2016-2018

Higher Secondary Education

58.83%

Skc High School Patrapur, Kendrapara, Odisha

2016

High School

69%

EXPERIENCE

Qspiders a unit of test yantra software solutions private limited

27.06.2022 - Continue

HR Coordinator

Coordinate communications,track and follow up requirements, schedules and identify those of importance which required immediate attention.

DECLARATION

I hereby declare that the information stated above is true to the best of my knowledge.



PERSONAL INFORMATION

Date of Birth : 23/06/2000

Marital : Single
Status

Nationality : Indian

Gender : Female

Strength : Honesty & self
Motivated

SKILLS

Problem solving skills



Time management



Collaboration



Computer literacy



Active listening



Teamwork



Quick learner



LANGUAGES

English

Hindi

Odia

INTERESTS

Gardening

Traveling

Social Activities

Photography