****CURRICULUM VITAE**

**Shashank Shekhar Sahu**

***Residential Address:-Indira Gandhi Adarsh Nagar***

***Zone-3, Khursipar, Bhilai (Chhattisgarh)***

***E-MAIL:-*** [***sasanka.sahu103@gmail.com***](mailto:sasanka.sahu103@gmail.com)

***Mob: - (0)* 7999252707**

**CAREER OBJECTIVE**

A career, which offers me constant challenges, new problems, opportunity to work with people with excellent advancement, opportunity to learn new things, experiment with my creativity and value addition in a growing concern.

**EXPERIENCES**

1. **Job title: Center Manager, Margdarshak Financial Services (P) Ltd , Raipur (10th Oct 2020 – 27 Sept 2021)**

Responsibilities:

* Preparing appropriate learning materials (PPT’s) for instructional purposes
* Responsible for the mobilization of the beneficiaries for the center.
* Planning for daily activities in the classroom so that student feels interesting in class.
* Maintain dossier files and routine check.
* Verify and ensure that the trainee selection process as per SOP.
* To update, Upload and maintain training center data in the portal.
* To assist the respective departments of center during Batch enrollment, Batch freezing and placement.

1. **Job title: MIS cum BFSI Trainer - Team lease Services Ltd ( Bhilai-3), (07 July 2018 – 09th Oct 2020)**

Responsibilities:

* To encourage and monitor the progress of individual trainees.
* Preparing & updating all the standard forms according to the SOP guidelines.
* To update, Upload and maintain training center data in MRIGS & Kaushal Bharat portal.
* To assist the respective departments of center during Batch enrollment, Batch freezing and placement.
* To maintain Job role wise Student details like attendance, placement & certification status etc.

1. **Job title: Assistant Purchase Executive, Bhilai Iron & Steel Processing Co Ltd, Bhilai (20th March 2015- June 2018)**

Responsibilities:

* Assist in vendor identification, vendor negotiations for the industry
* Monitor and priorities purchase orders generation and track the material receiving.
* Checking of invoices in accordance with Purchase order.
* Check inward register entries and compare with Purchase order.
* Responsible for all the files are updated on monthly basis with all the purchase related documents.
* Co-ordinate with Accounts Dept. for purchase related payments.

1. **Job title: Business Development Officer, SAS Management Services Ltd on behalf of ICICI Bank, Chennai (Feb 2008– 15th March 2012)**

Responsibilities:

## Ensure proper tracking and retrieval of incoming documents as per company policy.

* Coordinating with various divisions regarding paper flow, approval tracking, and record keeping.
* Tracking and Collecting the Home loan and personal related issues and EMI of ICICI Bank customers.

**Educational Qualification: -**

* **Post Graduation Qualification: -**
* **MBA** in **Marketing and Finance** from **IIPS** Bhubaneswar **62% in the year 2014.**
* **Academic Qualification: -**
* **Graduation from** K.B.V Mahavidyalaya under **Berhampur University** with **54%.**
* **Intermediate** from K.B.V Mahavidyalaya, Kabisurjya Nagar with **45%.**
* **Matriculation** from Gopinath High School, Bartini with **58%**.

**Technical Skills: -**

* M.S Office (Word, Excel, Power Point, Access, Out-look etc.)
* Basic knowledge of Photoshop, Corel draw, Tally ERP 9, Spectrum ERP, CCTV Backup, Bio metric device installation and internet surfing etc.

**Practical Experience: -**

* **Training: - 1. A**ttended **Product training of SWC Bearing at Hyderabad.**

**2.** 21 days Training done at “**ICICI Bank, Chennai.”** Under **SAS Management**

**3.** Attended the BFSI (SSC) online TOT program from 8 Feb 2021 to 16 Feb 2021.

**4.** Attended 2 days Kaushal Praveen TOT program of NIRDPR from 2 Dec-4 Dec 19.

* **Project:** -

1. **P**roject on “**Sales and Distribution channel of ACC ltd, Bargarh”** during MBA.
2. **P**roject on “**Critical analysis of Service marketing mix of Hcl CDC, Bhubaneswar”** during final year of **MBA**.

* **Industry Visit:** - **V**isited JSL, NINL, MESCO, IFFCO, IMFA, JSPL, VEDANTA, PPL and many Industries in Odisha and Chhattisgarh during working period.

**Personal Details: -**

Name : Shashank Shekhar Sahu

Father’s name : Debendra Nath Sahu

Date of Birth : 03rd July 1989

Sex : Male

Marital status : Single

Languages known : English, Hindi, Oriya

Hobbies : Software Development, Reading Bhagvad Gita, Internet Surfing etc.

**Declaration: -**

I hereby declare that the above written are true to the best of my knowledge and belief.

**Date: - Signature**

**Place: -**

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**(SASHANKA SHEKHAR SAHU.)**