**CURRICULUM VITAE**

**Mahesurya Das**

**Address:**

**At-Ramachandrapur, P.O.-Purunabasanta,**

**P.S.- Raghunathpur, Dist-Jagatsinghpur-754104**

**Mobile No.: 8338054567/9348583654**

**Email Id:** [**mahesurya1993@gmail.com**](mailto:mahesurya1993@gmail.com)

**PERSONAL DETAILS:**

* Father’s Name : Rabinarayan Das
* Date of Birth : 18.07.1992
* Language Known : Odia, Hindi, English
* Gender : Female
* Religion : Hindu

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Exam** | **School / College** | **Name of Board / University** | **Year of Passing** |
| H.S.C. | J.E & V.S,Ramachandrapur | BSE, Odisha | 2007 |
| +2 Science | Brundavan Chandra College, Redhua | CHSE, Odisha | 2009 |
| +3 Science | Kishorenagar College, Kishorenagar | Utkal University | 2012 |

**IT CREDENTIALS**

O – LEVEL(OCAC) 2014

* Proficiency in Ms–office (Word, Excel & Power Point,etc), Tally

**Summary:**

**⇨ Proficient in Word,Access and Excel.Strong communication, interpersonal, and presentation skills.**

**⇨ A skilled communicator;able to maintain cultural sensitivity,establish rapport with members of diverse groups and promote team cohesiveness.**

**⇨ Highly organized and and independent ; able to effectively coordinate task to accomplish projects with timeliness and creativity.**

**WORK EXPERIENCE:**

* **Worked as RTO Manager at Nexa (Narayani Motors Pvt. Ltd., Bhubaneswar) from Oct 2017 to till date.**

**Key Responsibilities:**

**⇨Registrations, Taxation, Permits, Insurances (renewals & Claims), Fitness, PUC, RTO norms for Car.**

**⇨Manage and maintain previous & current data .**

**⇨Analyzing data and make reports as per management requirement.**

**⇨ Planning and conducting customer relationship activities.**

**⇨Ensuring follow-ups as per SOP**

* **Worked as Support Executive at Corporate Resources Pvt. Ltd., Bhubaneswar from Aug 2014 to Jul 2016.**

**Key Responsibilities:**

**⇨ More than 2 years as a support executive providing thorough and skillful support to senior executives.**

**⇨ Data management like checking, feeding, drafting mails & letters.**

**⇨ Maintaining and taking care of various documents & summarizing the same. in MS word-Excel.**

**⇨ Providing quotations to clients, vendor & relationship Managers of RR Branches related to Health Insurance /Life Insurance products & plan.**

**⇨ To train the joinees related to the Insurance products, any other if required.**

**⇨ Assisting the branches through all paper work.**

**⇨ Day to day Updation of circular to the branches.**

**⇨ Pre-screen candidates; facilitate the interview process and follow-up with hiring managers.   
⇨ Execute an effective hiring process and work closely with the sourcing team to get best candidates & supporting the off shore Point of Contact’s.**

**⇨ Understanding the talent availability and to the advice hiring managers on hiring process and timelines and build strong relationships with them.**

* **Worked as Back office Executive at sma e expert pvt ltd Bhubaneswar from Aug 2016 to Oct 2017.**

**Key Responsibilities:**

**⇨Handling Vendors of Different location of India.**

**⇨Take out Fresh cases from Matex Software  
⇨Alocating cases according to location at branches.  
⇨Making bill of vendor.  
⇨Checking convence of Field Executive.  
⇨Alocating cases to field executive of my location.  
⇨Handling client.**

**⇨Cordinate with branches for compliting the cases with in TAT.**

**STRENGTH:**

* I am a honest, self motivated and hard working person with positive attitude towards my career and life.
* I am a quick learner and good team player.

**CAREER GOAL:**

* My short term goal is to get a job in a reputed company where I can utilize my skill and improve my career path.
* My long term goal is to be in respectable position in that organization.

**Date:**

**Place: Signature**