**NABANITA BISWAL**





Bhubaneswar,Odisha



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 **SKILLS**

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POSITIVITY

DECISION MAKING

LEADERSHIP

WRITTEN & VERBAL COMMUNICATION

WORK ETHIC

 **TRAINING & CERTIFICATONS**

* Six sigma white belt
* Six sigma yellow belt
* Content Marketing
* Fundamentals of Digital Marketing

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**COMPUTER PROFICENCY**

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PGDCA

EXCEL

C++

TALLY

MS OFFICE

 **PROFILE • ABOUT ME**

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A trustworthy and enthusiastic management student looking forward towards a responsible position in the field of marketing. To enhance my knowledge and capabilities by working a dynamic organisation. Would like to be professional

Towards the organisation and to work where my skills will be useful, active to accept all challenges and work hard towards achieving goals of the organisation.

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|  | **WORK EXPERIENCE** |  |
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|  | **Kirin Technology Private Limited** (Formerly Known as OPPO MOBILES) (15/11/2021 to 15/06/2022)  Bhubaneswar,Odisha  Admin Executive |  |
|  | **Rentokil PCI**  **(Pest control of India) (20/06/2022 Continuing )** |  |
|  | CRM - Customer Care Executive |  |
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| **EDUCATION** |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | PG (MBA) | Pursuing (2020-2022) | Regional College of Management  ,Bhubaneswar | Completed Result yet to published | | GRADUATION (B.COM) | (2017-2020) | Maharishi College of Natural Law, Bhubaneswar | 59 % | | +2  (Commerce) | (2015-2017) | R.D. Women’s College, Bhubaneswar | 50 % | | Matriculation | (2015) | Saraswati shishu Vidya mandir, Bhubaneswar | 66 % | | |  |
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 **LANGUAGES**

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ODIA

HINDI

ENGLISH

 **PERSONAL INTERESTS**

* Cooking
* Painting
* Dancing
* Reading Book

 **PERSONAL INFORMATION**

**Birthday**

May 22, 1999

**Gender**

Female

**Marital Status**

unmarried

**Nationality**

Hindu

**Current Address**

Sector 5/137 Nilandrivihar, Bhubaneswar.

**Native Place**

Tulashidia, Kendrapada

**** **INTERNSHIPS**

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| **HR INTERSHIP (OPPO MOBILES)** |
| * Communicated with potential hires to provide clarity on expected task and policies * Maintained a clean and organized environment Complete, process and maintain applicable paperwork and records. * Scheduled and presented new hire orientation . |



**PROJECTOn Marketing & Operation**

* PROJECT ON EICHER MOTORS

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| * **Capital StrShoiucture & Capital Data** * **Market Ratio** * **Product Process, Product Mix** |
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**WORK EXPERIENCE**

* **OPPO Mobile (15/11/2021 to (15/06/2022)**
* Scheduled and presented new hire orientation.
* Managed and created employee files with proper documents and maintained permanent files.
* Maintained and organized filing system.
* **RENTOKIL PCI (20/06/2022 to Till today)**
* To support the branch for the retention, renewals & increase the branch revenue via price increase & up selling.
* Complaint Management - To identify & resolve the customer’s complaints within the specific timelines.
* Alert account management - To identify the alert customers & bring the possibility of the revival of the accounts.

**DECLARATION**

I hereby declare that the details and information given above are complete and true to the best of my knowledge**”**

**Name -NABANITA BISWAL**

**Place- Bhubaneswar**

**Date-**