**CURRICULUM VITAE**

**NAME: BISHNU PRIYA BEHERA MOBILE NO: +918327725735\**+919319370448  
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**OBJECTIVE**

To earn a name and the trust of management by utilizing my honesty, punctuality and integrity while executing the plans for the growth of company.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **YEAR** | **SPECIALIZATION** | **SCHOOL / COLLEGE/ INSTITUTE** | **PERCENTAGE** |
| 10TH | 2010 |  | Kendriya Vidyalaya, Balasore | 56 % |
| 12TH | 2012 | Commerce | Fakir Mohan Junior College, Balasore | 61 % |
| B.Com | 2015 | Marketing | Fakir Mohan Autonomous College, Balasore | 54 % |
| M.B.A | 2017 | HR& Marketing | NIIS Institute Of Business Administration, Bhubaneswar | 7.1 C.G.P.A |

**OTHER QUALIFICATION**

* PGDCA
* TALLY

**PROJECT**

* **Market Conditions of City Life(Retail sector)** in**2014**at **Balasore (Odisha).**
* **Market Conditions of MARUTISUZUKI (Automobiles)** in **2016**at **Bhubaneswar(Odisha).**

**SUMMER INTERNSHIP PROJECT**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME** | **DURATION** | **PROJECT-TITLE** | **TASK-ASSIGNED** |
| NALCO | 2 Months | HRM Practices | Maintain attendance, leave and reallocation of employee. |
| RACCON | 2 Months | Talent Acquisition | Searching the candidate by different job portals, and recruit them(face to face & telephonic) |

**ACHIEVEMENTS**

* **Naval NCC certificate of B&C** with different types of camps.
* Workshop of **IIM Calcutta** in **2016** at **Bhubaneswar**.
* Workshop of **NIT**, in **2016**at**Rourkela**.

**WORK EXEPRINCE**

* **Manomav Engineers Pvt. Ltd. (U.P)**

(Sept 2018 till now)

It is a construction consultancy which is unique in a way that it aims at technological implementation at ground level of construction for achieving the highest levels of efficiency. The company concentrates on solutions related to construction planning and implementation. Since last 5 years MEPL have been part of $500 Million worth construction projects across the globe.

**Designation:** HR Executive

**JOB RESPONSIBILITIES: -**

1. Searching the candidate through different job portals.
2. Selecting candidate by conducting personal interview and telephonic round interview.
3. Preparing Salary slip, Offer letter and Intent letter.
4. Managing on-boarding process for new employee.
5. Compilation & processing of attendance data in attendance system.
6. Creation of Job Description.
7. Preparing FNF, PF, Bonus, ESIC.
8. Maintaining Issue log book and try to clear all issues.
9. Administrating employee benefits.
10. Creating policies and procedure.
11. Addressing personal related issues.
12. Tracking employee process documentation.
13. Overseeing the annual employee review process.
14. Ensuring management action confirm to employee handbook and labor laws.
15. Participating in disciplinary and termination meeting.
16. Maintaining office stationary.
17. Transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

* **Call To SRK, Indirapuram (U.P)**

(Joining from 16THOctober, 2017)

**CALL TO SRK** is a online marketplace and business advertiser launched its website with the motive of online business in e-commerce, Food, advertisement and making a hassle –free site for all our customers who wanted to join with us with the mind set of new trends following for shopping and in this way, Call To SRK helping our customers to serve whatever they need. Call To SRK is making a bridge between the local Sellers to the final customers and manages to give the best online shopping experiences for our customers as well as industrial customers.

**Designation:** HR Executive and Admin

**JOB RESPONSIBILITIES: -**

1. Searching the candidate through different job portals.
2. Selecting candidate by conducting personal interview and telephonic round interview.
3. Preparing Salary slip, Offer letter and Intent letter.
4. Compilation & processing of attendance data in attendance system.
5. Maintaining office stationary.
6. Transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
7. Train the candidate like how to communicate with prospective client and how to generate lead.

* **SAARTC Group of Companies, Mumbai (M.H)**

(From 15TH August, 2016 to 30thSeptember, 2017)

**SAARTC GROUP**is one of the fastest growing Training and Development Company focused in providing CIS Customer Learning Solution and executive search services in central India head quarter in Indore.They have rich experience in software development and specialization in mobile apps and games for both android and iOS and have been developing a wide range of mobile applications and websites.

**Designation:** HR – Talent Management

**JOB RESPONSIBILITIES: -**

1. **Recruitment**
   1. Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
   2. Short listing the resumes based on desired skills and experience.
   3. Advertising vacancies, screening and short listing resumes.
   4. Conducting telephone and Personal interviews in coordination with department heads.
   5. Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentations.
2. **HR Administration**
   1. Compilation & processing of attendance data in attendance system.
   2. Processing monthly attendance musters for workers, trainees & officers.
   3. Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter,
   4. Transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
   5. Designed Policies and Various HR Forms and Induction Program.
   6. Tracking attendance, maintaining leave records, PF records, issue letters, etc.
   7. Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
   8. Keeping track of Confirmation, Appraisals, and Increments of employees.

* **TATWA Technologies Limited, Bhubaneswar**

(From 3rd August, 2015 to 15th April, 2016)

**TATWA Technologies Ltd**was founded in the year 2002.In all these years Tatwa has been conferred several recognitions at the State and National levels, majorly related to the company's performance, its leadership in the area of IT & ITeS services.Headquartered at Bhubaneswar, the State capital, it now has delivery centers across the country.

**Designation:**Accountant

**JOB RESPONSIBILITIES: -**

* Research financial information for audit purposes and financial reporting.
* Analyze financial records and reports and make adjustments as needed.
* Assist bookkeepers, coordinators, principals, and administrators on day-to-day financial condition.
* Assist auditors in analysis work.

**PERSONAL INFORMATION**

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| --- | --- |
| Father’s Name | : Bindunath Behera |
| Mother’s Name | : Late Geetarani Behera |
| Date Of Birth | : 31st March, 1993 |
| Religion | : Hindu |
| Nationality | : Indian |
| Marital Status | : Unmarried |
| Language Known | : English, Hindi and Odia |
| Hobbies | : Dancing, Singing and Painting |
| Address | : F.M Nagar, Dist- Balasore, PO- Issan Nagar, PIN- 756001(ODISHA) |

**Place:**

**Date: Signature**