



ArchanaSwain

Email:archanaswain333@gmail.com

Phone:+918112196096

CareerObjectives

Seeking a challenging profile in an organisation that provides me ample opportunities to explore a venues and display my skills.

Summary

- *Completed master's degree In Business Management in HR and Finance*
- *Capable of preparing training plans and group activities for a team of 20 and more*
- *Completed my Summer Internship in "Training and Development in JINDAL Stainless Steel Pvt.Ltd.*
- *Possess certificate in Interior Designing and Auto CAD*
- *Possess knowledge of MS Word, MS Power Point, and MS Excel*
- *Possess the Post Graduate Diploma in Computer Application (PGDCA) Certificate*

Internship Experience

During my tenure as an intern, I acknowledged the educational activities within a company

Created to enhance the knowledge and skills of an employee while providing information and instructions about how to perform a specific task in a better way.

Educational details

MBA : *Degree with Dual Specialisation in (HR & Finance) from United School Of Business Management, BPUT, Bhubaneswar in the year 2020 (CGPA – 8)*

GRADUATE : *Bachelor of Commerce Vyasaganar Auto College, Jajpur Road 2018(75%)*

INTERMEDIATE : *In Science Stream from Karanjia Auto College , Karanjia 2014(54%)*

Matriculation : *Vikash Convent School, Karanjia 2012(66%)*

Major accomplishments

- Got 1st position in hand writing competition.
- Appeared in Hindi Exams, that is Prathamik, Pravesh & Prarambhik in school level.

Work shops and trainings

- Attended the STC India Pune conference in 2015.
- Attending ST Clearing sessions at BMC Software, Persistent Systems, and TIBCO Software.

Hobbies

- Drawing & Painting,
- Cooking,
- Playing Badminton,
- Listening to Music

Personal details

D.O.B: 27/02/1997

Gender: Female

Marital Status : Unmarried

Language: English, Hindi, and Odiya

Address: Jajpur Road , Odisha .