

## Nandita Panda

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nanditapanda153@gmail.com



### OBJECTIVE

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*"To Secure a challenging Position in a well-established organization where I can effectively contribute my skills, ability and knowledge possessing competent skills"*

### PROFESSIONAL SUMMARY

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- An MBA with HR & Marketing specialization
- Summer training at Forum Mart Big Bazaar. Bhubaneswar has strengthened and broadened my knowledge in Personnel Management, Training & development Excellent in identifying the need of organization.
- Good at Presentation Skills management skills
- Exposure in managing and organizing events

### EDUCATION

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MBA (HR & Marketing) from United School of Business Management, Bhubaneswar

**Continue**

BBA from SVM Autonomous College, Jagatsinghpur with 75.23% marks

**2020**

12<sup>th</sup> Science from CHSE board, Utkal Bharati (junior) Mahavidyalya, Mahilo, Jagatsinghpur

**2017**

10<sup>th</sup> BSE board, Atala Baladev Highschool, Palasole, Jagatsinghpur

**2015**

### SUMMER INTERNSHIP

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Title: **"TRAINING & DEVELOPMENT"**

**08/2021 – 10/2021**

Company: Forum Mart Big Bazaar. Bhubaneswar

Duration: 45Days

Learning Outcomes:

- Attended in-service training Sessions held for internal employees
  - Prepared documents needed to implement plans selected by HR manager.
  - Learnt how to prepare payroll for employees
  - Increased confidence as a presenter by coordinating and hosting Inter corporate National Level HR Meet
  - Gained Practical overview of daily HR Practices
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## **COMPUTER SKILLS**

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- MS Office (Word, Excel, PowerPoint)
- PGDCA

## **PERSONAL DETAILS**

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- DOB: 15<sup>th</sup> March 2000
- Languages Known: English, Hindi, Odia
- D/O: Prasant Kumar Panda
- Address: At/Po – Palasole , Dist – Jagatsinghpur , Pin - 754103