Curriculum Vitae

Snehaa Mohanty

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Bhubaneswar, Odisha

India

Objective

Looking for a career to utilize my knowledge and personal skills to gain a comprehensive understanding to take responsibility and showcase my significant contribution to my organization.

Professional Summary

More than 2 years **of professional experience** as a Customer Relation Executive and HR Assistant in Consultant company, NGO, and INGO.

* Worked for 7 months (20th April 2015 to 27th November 2015 with” **Team Lease Staffing** **solution**”, Bangalore as **Executive in** “**Customer relation**” with job responsibility **to conduct new joiner induction activities.**
* Worked as HR assistant in **Valid India Trust** for four months (1st February 2017 to 31st May 2017). My responsibility was **to update the employee records as phasing out operation of the organization.**
* Worked with an INGO (**Practical Action India)** as a **HR assistant** since 7th May 2018. As a part of my job responsibilities, **I am handling works like vacancy announcement, carry out a shortlisting process of the candidate, assisting management in smooth conduct of interview process, attending to external clients and vendors on logistic support for the organization, I also look after the Record maintenance e.g., Leaves, Personal Files, record related to, Performance recording and appraisals.**

Academic Projects

* Study about Dropout rate among slum children (During Graduation period)
* Empowerment of women through SHG (During Post Graduation period)
* Summer internship Programme on topic “Employee welfare measures” (During MBA) at Aditya care hospital.
* Dissertation on topic “Performance Management System”.

Extramural Engagements

* 4 months course for G.D / P.I
* Volunteer in workshop at University level on empowerment of women
* HR Training course (6 months).

Skill Sets-Technical

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| **Packages** | MS Office |
| **Tools** | Microsoft Office, Microsoft Excel (Knowledge on use of Pivot Table in excel) |
| **Key Skills** | Novice leadership and motivational skills, Ability to handle pressure during the stringent deadlines, Excellent in communication in both written and verbal and Ability to interact with clients. |

Certifications

* PRATICAL HR TRAINING PROGRAMME by UP-CLIMBING HR SOLUTIONS

Education Details

* Passed M.B.A (HR) from Regional College Of Management (Affiliated by BPUT) Year 2014.
* Passed M.A in Rural Development from Utkal University in the Year 2012.
* Passed B.A in Sociology from B.J.B (Autonomous) College in the Year 2010.
* Passed Intermediate (Arts) from B.J.B Junior College in the Year 2007.
* Passed Matriculation from B.J.E.M School in the Year 2005.

Personal Details

Languages Known : English, Hindi, and Oriya

Sex : Female

Nationality : Indian