**RESUME**

**PURABI JADAV**

E-mail: purabijadav123@gmail.com

Mobile: 7978621787

**CAREER OBJECTIVE:**

To work in a strategically competitive environment to enrich the growth of the organization as well as myself.

**SUMMARY:**

* Ability to perform outstandingly in high-pressure environments and stressful situations.
* Have excellent communication and presentation skills.
* A quick learner with ‘**Can do**’ attitude
* To be an asset to the organization I serve**.**
* A customer oriented, multitasking fresher with MBA degree in HR.
* Expert in understanding the business requirement.
* Excellent in identifying the need of organization.
* Excellent in understanding and analysing the human behaviour.

 Proficient in coordinating with the people

**Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **University/Board** | **Year of Passing** |
| MBA | MIET, Bhubaneswar | MIET,Bhubaneswar | 2016 |
| Graduation | Olaver College ,Olaver | Utkal University | 2014 |
| Intermediate | Olaver College, Olaver | Council of Higher Secondary Education, Odisha | 2011 |
| Matriculation | Olaver High School Olaver | Board of Secondary Education, Odisha | 2009 |

**WORK EXPERIENCE:**

* Worked as a **Senior Officer** in **ICICI Bank, BHUBANESWAR,ODISHA** from **03.01.2017** to **20.04.2019**

**PROJECT:**

* NAME: Recruitment and Placement
* DESCRIPTION:  In this project I have to understand the recruitment process and how the job is delegating the able person.

**TECHNICAL SKILLS:**

* Substantial knowledge in MS-Office
* Troubleshooting & formatting
* Handling Windows 2000/XP/98/ Windows 7

**STRENGTH**

* Work hard to achieve the goals.
* Learning new technologies in short time.
* Ability to communicate well and
* Enthusiastic
* Organizing & Learning skill.

**HOBBIES/INTERESTS**

Surfing internet, playing Computer Games, Internet Shopping, Watching News

**Personal Details:**

 Father’s Name : Ratnakar Behera

 Date of Birth : 01/05/1994

 Marital Status : Single

 Languages Known : English, Hindi, and Oriya

 Address : Marathahalli, Bangalore

**Declaration**:

I Purabi Jadav hereby declare that the above statements are true to the best of my knowledge and belief.

Date: (PURABI JADAV)