

RESUME

Name: Bibhudutta Pradhan
D.O.B: 12Jan1989
CellNo : +91-8908061010,7205852000
Email Id: bibhudutta.pradhan@gmail.com

Carrier Objective:

To pursue a challenging career and to commit my skills, abilities and knowledge to achieve the target of the organization leading towards organizational & personal growth.

Strength:

Hard working, punctual, friendly, honest, adaptable

Professional Experience:

Organisation : **Durlav Enterprise**

Designation : **Proprietor (Dairy consultant) & (Interior designer)**

Duration : **June 2017 to cont.**

Business profile :

- Deals with existing and new dairy farmers
- Selling dairy equipment and nutritional products
- Consulting new dairy farm from ground level to a modern farm with all equipment and cattle
- Setup small offices and some playschool interiors

Organization : **INOX INDIA PVT LTD.**

(Cryogenic tank manufacturer)

Designation : **HR Assistant(contract) (project)**

Duration : **September 2016 to May 2017**

Job profile:

- Communicating with department(Client) relating all matters of our company
- Employees salary and PF
- Office management
- Material purchase from local vendor(if required)
- Guest house setup for company staff
- Releasing bill from client(Additional)

Current project : **Rourkela Steel Plant(TOP II)**

(Installation of nitrogen cold convertor system)

(From excavation, erection and commissioning)

Organization : Chalet Hospitality pvt.ltd(Service apartments)

Designation : Property Manager

Duration : October 2013 to. February 2016

Job profile:

- Recruitment of official and non official staff
- Solve the queries of the client
- Checking each and every amenity of the property before and after the client entry and exit
- Handling each and every departments of the property

Organization : Manpower Consultancy pvt.ltd

Designation : Hr recruiter

Duration : July 2012 to August 2013

Job Profile:

➤ **Recruitment Process:-**

- Selection of the candidates through different job portal and some different contacts according to the requirement of the organization
- Screening them through telephonic interview
- Conducting the first round face to face interview

Summer internship project:

Project name: "Recruitment, Selection process and Employee Retention"

Organization: Rourkela Steel Plant(Rourkela)

(**Branch of Steel Authority Of India**)

Project study is conducted for cause of employee's turnover, cost of employee's turnover & measuring employee's turnover ratio.

Educational Qualifications:

No.	EXAMINATION	COLLEGE	YEAR	BOARD / UNIVERSITY	%
1	M.B.A. (HR) & (mkt)	<u>Regional College Of Management Studies</u>	2012	B.P.U.T	61

Operating Systems Known : Microsoft window

Hobbies : Singing, Listening to music, Travelling, Swimming
Interior design

Personal Details :

Father's Name : Dillip kumar Pradhan
Permanent Address : HIG/B-117, Chhend colony, Phase-3, Rourkela-15, Odisha, India
Date of Birth : 12nd Jan 1989
Contact no : +917205852000
Email : bibhudutta.pradhan@gmail.com
Languages : English, Hindi, Oriya, Bengali
Sex : Male
Marital status : Single
Nationality : Indian
Passport No : J3704473

I hereby declare that all the above information is true according to the best of my knowledge

Date:

Bibhudutta Pradhan