

Curriculum Vitae

Dorish Beauty Pani

Contact & adderess

E-mail: beautydorish@gmail.com

Cell no: +91 7504037757

Address: Chhayapath

Nayagarh N.A.C, Nayagarh



Odisha

Pin - 752069

OBJECTIVE

Seeking for a job to start career in a well-settled and highly professional organization. Ability to grab career advancement through large efforts and innovative work techniques.

PROFESSIONAL SUMMARY

- An MBA with HR Specialization
- Summer training at-The Crown, Bhubaneswar
- Knowledge on pay roll management and Training Need Identification.
- Good at Presentation skills.
- Exposure to managing and organizing events.

EDUCATION

MBA (HR & Marketing) from United School of Business Management, Bhubaneswar with CGPA 7.96 in the year 2019.

B.A from Utkal University, Adakata with 60% in the year 2016.

12th Arts form Banamali Bariki College, Adakata with 47% in the year 2012.

10th Maharishi Vidya Mandir, Balesore with 43% in the year 2007.

SUMMER INTERNSHIP

Title : Summer training at-The Crown, Bhubaneswar

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 employee
- Increased confidence as a presenter by coordinating and hosting Inter corporate National Level HR

Meet

- Gained Practical overview of daily HR Practices

CERTIFICATION

- 2 months SAP HR (CORE)
- PGDCA
- Certificate in Information Technology

(OS- CIT, Tally)

SEMINARS AND WORKSHOPS

- 1 day seminar on Business Intelligence at IBCS, SOA University, Bhubaneswar.2017
- 2 days workshop on Group discussion Personal Interview TIPs, at IMS, Bhubaneswar.2018

COMPUTER SKILLS

- Ms office
- Excel
- PowerPoint
- Tally

PERSONAL DETAILS

- DOB- 28.01.1989
- Languages Known- English, Hindi, Oriya, Sadri, Bengali

Father's Name – Late Sonkhali Pani,

Mother's Name-Roselin Pani.

Address- Nayagarh

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