

# ASHIRBAD NAYAK

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## OBJECTIVE

To have a career in the field of modern technologies and be a part of an ambitious team and a growth oriented in a professionally managed dynamic organization, which provides opportunities for development and responsibilities to contribute towards organizations.

## EXPERIENCE

- Hinduja finance** **13/12/2020 - 28/07/2021**  
Collection executive  
I was responsible for reaching out to clients to ensure timely payments, resolving disputes related to overdue accounts, and negotiating payment plans as necessary. My responsibilities also included maintaining accurate records of transactions.
- Sri Retails** **01/08/2021 - 16/09/2022**  
Site engineer  
While pursuing my BTech, I worked as a Site Engineer intern for the Indian Army. In this role, I was responsible for overseeing construction projects, ensuring compliance with technical specifications and safety standards. I collaborated with senior engineers to monitor project progress, manage resources, and address on-site challenges.
- Gres India (Berhampur Municipality Corporation)** **01/10/2022 - 06/04/2023**  
Surveyor  
I worked as a Jaga Mission Surveyor with the Berhampur Municipal Corporation, where I was responsible for conducting field surveys and data collection as part of the government's initiative to improve urban slum areas. My role involved mapping and documenting land usage, verifying resident details, and ensuring accurate reporting for policy implementation. This experience enhanced my skills in data management, attention to detail, and community engagement while contributing to the mission of urban development and social welfare.
- Aeon market research (TPSODL)** **13/05/2023 - 16/07/2023**  
Surveyor  
My responsibility was to inspect and verify which areas had electricity supply and which did not. This involved visiting different locations, identifying power outages or issues, and reporting the findings to ensure timely resolution.
- Wow pet's** **17/07/2023 - 18/12/2023**  
Data entry manager  
I worked as a Data Entry Manager at a pet care company, where I was responsible for managing and maintaining accurate records of customer information, product inventory, and sales data. My role involved overseeing data entry operations, ensuring data accuracy, and streamlining processes for efficiency. I also collaborated with various departments to generate reports, analyze trends, and support decision-making, contributing to the company's overall operational success.
- LeadoConnect** **4/01/2024 - 12/05/2024**  
Data entry manager  
I worked as a Data Entry Manager at LeadoConnect, an email marketing company, where I was responsible for managing and organizing
- LeadoConnect** **12/05/2024 - Continue**  
implementation Manager

I worked as an Implementation Manager at LeadoConnect, an email marketing company, where I was responsible for overseeing the deployment and execution of email marketing campaigns. My role involved coordinating with clients to understand their requirements, configuring marketing tools, and ensuring seamless integration with their systems.

## EDUCATION

- **SWAMI VIVEKANANDA VIDYA MANDIR, UMERKOTE**  
10th
- **NATIONAL INSTITUTE OF OPEN SCHOOLING**  
12th
- **KALAM INSTITUTE OF TECHNOLOGY**  
BTech

## SKILLS

- \* Basic knowledge of MS office, Google docs and other relevant industry-specific programs.
- \* Work Management
- \* Surveyor
- \* Supervising
- \* Implementation

## INTERESTS

- Playing Cricket
- \* Listen Music for self discipline.
- \* Traveling

## PERSONAL STRENGTH

- Works within teams as well as leads and coordinates within a group to carry out tasks.
  - Hard working.
  - Good communication & confident.
  - Ability to learn fast and adapt to any skills.
  - Accept guidance, suggestions & advice gracefully.
  - Work effectively under pressure.