

# KAJAL SETHY

BHUBANESWAR , ODISHA

## CARRIER OBJECTIVE

Seeking an entry level HR position where I can leverage my academic background in HR management, Passion for fostering a positive work environment and gain practical experience in all aspects, while continuously expanding my knowledge and skills in the field.

## EDUCATION

- **MBA ( International business & Human Resource management ) [2021-2023]**
- Biju pattnaik university of technology, Berhampur,
- Final exam appeared (*In progress*)
  
- **B.A. ( political science ) [2017-2020]**
- Berhamour University , Berhampur, Odisha
- CGPA **7.70**

## KEY SKILLS

<b>Multitasking:</b> Efficiently, managing both academic workload and extracurricular commitments	<b>Adaptability:</b> Quickly adjusting to new environments and academic demands.	<b>Detail-Oriented:</b> Keen attention to detail, as shown in accurate note-taking during lectures and error-free completion of assignments and reports.
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## TECHINICAL SKILLS

<b>Microsoft Word</b> Proficient in Microsoft Word for document creation, formatting, and advanced features such as styles, templates.	<b>Microsoft Powerpoint</b> Designing engaging presentations with multimedia elements and animations.	<b>Microsoft Wxcel</b> Proficient in Microsoft Excel for data analysis, formula creation, data visualization using pivot tables and charts.
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## PROFESSIONAL EXPERIENCE

### Internship

- **SHREE PLASTICS PVT. LTD.**
- POSITION- HR intern
- Duration- 6 weeks
- Analyzed performance appraisal system, interviewed respective authorities and also with employees with some set of questionnaires

## EXTRA CURRICULAR ACTIVITY

- Participant, International Seminar Competition

Date: 25<sup>th</sup> March 2022 | Location: [ Berhampur, INDIA]

Description: Participated in an international seminar competition focused on **Managing trends in Technology, Economics, Tourism & Social Science-MTTETS-22** fostering global collaboration and knowledge exchange among participants from various countries.

- Participant, National Seminar Competition

Date: 19<sup>th</sup> April 2023 | Location: [ Berhampur, INDIA]

Venue: **BERHAMPUR UNIVERSITY**

Description: Participated in various business games and presented a seminar topic.

## INTREST & HOBBIES

Music	Gardening	DIY Projects, Art and Crafts
Love to listen regional music also with different language	Cultivating plants, flowers, and vegetables can be a relaxing and rewarding hobby.	Painting, drawing, woodworking, and other crafts offer artistic expression. Building and fixing things around the house or engaging in various do-it-yourself projects.

## PERSONAL DETAILS

Date of Birth : 12/02/2000  
Marital Status : Un-Married  
Category : SC  
Gender : Female  
Languages known : Hindi, English, Odia