

RESUME

KALPANA MALLICK

D/o- Dillip Mallick

AT-Deuli

PO-Sudarsan

PS: Tirtol

DIST: Jagatsinghpur

Odisha

PIN :754162

Contact no- +91-9348398805

Email Id : kalpanamallick221@gmail.com



OBJECTIVE

To join a renowned organization to enhance my skills and knowledge and to work for the growth of the organization.

EDUCATIONAL QUALIFICATION

- Completed 10th under B.S.E., odisha in the year 2009 .
 - Completed +2 Arts under C.H.S.E., odisha in the year 2011.
 - Completed +3 Arts with History Honours under Utkal University., odisha in the year 2014.
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TECHNICAL QUALIFICATION

- Computer in PGDCA & TALLY
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PROFESSIONAL QUALIFICATION

- Completed MBA with Dual Specialization HR & IT in Global Institute of Management, BBSR under BPUT in the year 2019-21 .
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SKILL & ABILITY

- Impressive Communication skill
- Hardworking and can work under pressure
- Positive Thinking

EXPERIENCE

- Worked at Health Line Hospital, Cuttack as a Administrative Officer from May 2017 to August 2018 .
- Worked at Axis Bank, Cuttack as a Relationship Officer(Dept. Credit Card) from June 2020 to July 2021.
- Worked at ICL Fincorp Ltd, Cuttack as a Junior Officer from July 2021 to August 2022.
- Worked at DSF Pvt. Ltd, BBSR as a HR Recruiter .

HOBBYS

- Readings News Paper
- Listening Songs
- Travelling

PERSONAL PROFILE

Father's name : Mr. Dillip Mallick
Mother's name : Mrs. Jayanti Mallick
Date of Birth : 16.03.1994
Nationality : Indian
Gender : Female
Religion : Hindu
Marital status : Single
Language Known : Odia,Hindi & English
Permanent Address : AT-Deuli
PO-Sudarsan
PS: Tirtol
DIST: Jagatsinghpur
Odisha
PIN :754162

DECLARATION

I here by declare that the information above each true to the best of my knowledge and believe.

Place:-

Date: -

Kalpana Mallick

Signature of the Candidate