

EXPERIENCE

JSK INDUSTRIES PVT LTD SILVASSA GUJRAT

25th Nov 2010 - 10th Dec 2013

Back office and Asst.of Marketing

Daily updates of stocks of productions and dispatches in excel sheet. Send this report to our MD, Marketing Head, QC Dept. , GSM of Mech Dept.

ADONIS ELECTRONICS PVT LTD, BBSR, ODISHA

1st Feb 2014 - 31st Dec 2014

Back office and DEO

Update all the parts of TV Ac, Microwave, Mobile in report and also contact with customers.

METIS MARKETING SERVICES PVT LTD, NOIDA

10th Jan 2019 - 30th Dec 2019

Back Office Operator and CRM

Update data in Crm. Customers will Contact with me for loan enquiries and also solve their problems.

NAMESTEYJOBS.COM

1st Nov 2019 - Till Date

Hr Recruiter

My responsibilities include sourcing candidates through online websites like Naukri.com, Timesjob, and etc. Updating job ads and conducting background checks. If they have experience with various job interviews formats,including phone screenings and group interviews and can help us recruit faster and more effectively then we'd like to meet them.

EDUCATION

Koustuv school of engineering, Bbsr, Odisha

2009

E&Tc

Decan college, Berhampur, Ganjam, Odisha

2005

12th , Arts

Girls High School, Hinjilicut, Ganjam, Odisha

2003

10th

PROJECTS

DESTROY MONITORING AND ALARMING SYSTEM

Power supply, over temperature, wind dector, water level dector, Not gate ,OR gate, bias, stable/latch, buzzer driver.

3 months

REFERENCE

Anita Srivastava - Company Head

NAMESTEYJOBS.COM

E : anita .namesteyjobs@gmail.com

M : 9654856611



MRS. LIPSA RANI MAHARANA

Harabhangi Street,
Near Rice Mill,
Badagada, Ganjam, Odisha

E: maharanalipsa1987@gmail.com

M: 8448723923

DOB: 10/09/1987

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

• Software:- DCA,C
Hardware:- SCADA, PLC, DRIVES, DCS, HYDRALIC AND PNEUMATIC

INTERESTS

- Travelling
- Listening music
- Cooking
- Play with my bachha

LANGUAGE

- English
- Hindi
- Odia