

# SWAGATIKA CHAUDHURY

Administration Executive



📞 7008728904

✉ swagatika.chaudhury1234@gmail.com

📅 2yrs

🌐 <https://www.linkedin.com/in/swagatika-chaudhury-78671613a>

## ABOUT ME

HIGHLY MOTIVATED, EAGER TO LEARN NEW THINGS, READY TO EXPLORE MYSELF IN WORKING ENVIROMENT AND READY TO JOIN MNC'S.

## KEY SKILLS

Knowledge Of Computer

★★★★★

Knowledge Of Tally

★★★★★

strong analytical

★★★★★

problem solving and organizational skills

★★★★★

written and verbal communication abilities

★★★★★

Ability to interact diplomatically with others

★★★★★

A desire to learn

★★★★★

## COURSES & CERTIFICATIONS

- PGDCA
- Tally ERP fundamental Certificate Program (TFCP)

## PROFILE SUMMARY

Seeking an experience-level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies.

## EDUCATION

MBA/PGD M 2023	● Institute of Management & Information Technology, CUTTACK 6.7/10
B.Tech/B.E 2019	● Parala maharaja engineering college 6.9/10
12th 2014	● English, Diploma 70-74.9%
10th 2011	● Oriya, Odisha 45-49.9%

## WORK EXPERIENCE

Administration Executive 2019 - 2021

### Socio Economic Development Programme

Salary disbursement, Organizational management, Procurement process, Recruitment process, event management etc.



## LANGUAGE

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**ENGLISH**  
Proficient

**HINDI**  
Expert

**ODIA**  
Expert



## PERSONAL DETAILS

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Date of Birth

**23rd February 1996**

Marital Status

**Single/unmarried**

Gender

**Female**

Address

**HATIBANDHA STREET, BERHAMPUR,  
GANJAM**



## INTERNSHIP

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### **Odisha Mining Corporation**

Employee Performance Management system

15 Days

Performance monitoring , review and rating

Delegation

Coaching and Mentoring

Constructive Criticism

Goal setting and management

Empowerment and Motivation

### **Apollo Hospitals**

Corporate Finance & Accounts

45 Days

Provided support in preparing reports and review of account receivables, payables and bank statements.

Assisted in performing simple calculations, tracking contractual and financial data.

Maintaining accurate payment schedules and necessary paperwork to ensure payments made timely.