SWAGATIKA CHAUDHURY

Administration Executive



- 📤 2yrs
 - https://www.linkedin.com/in/ swagatika-chaudhury-

ABOUT ME

gmail.com

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)**

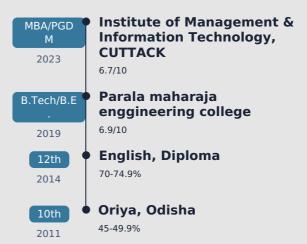


PROFILE SUMMARY

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





WORK EXPERIENCE

Administration Executive 2019 - 2021

Socio Economic Development **Programme**

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



ENGLISH Proficient

HINDI Expert

ODIA Expert



PERSONAL DETAILS

Date of Birth

23rd February 1996

Marital Status Gender Single/unmarried **Female**

Address

HATIBANDHA STREET, BERHAMPUR, **GANJAM**



INTERNSHIP

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, paybles 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.