

CURRICULUM VITAE

AVIPSA PADHI

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OBJECTIVE – To carry out my job with dedication and sincerity. Deriving satisfaction and a successful career and believes in learning and curious to upgrade knowledge to stay abreast of. And would not miss any opportunity to hone my skills that be in the interest of the self and the organization.

PROFESSIONAL SKILL

- Committed, disciplined, confident and a good listener towards the task
- Effective communication skill
- Well organized and committed in delivering the task, monitor progress, share feedback, coordinate special projects or events.
- Developing and maintaining employee relation. Conflict resolution between employees.
- Good Interpersonal relationship.

PROFESSIONAL EXPERIENCVE

HR and Administrative Executive in Pailan Group of Institutions.

- Restructured employees (200) official personnel folders in an established filing system.
- Restructured employee's recruitment plans. Hiring procedures for open positions, collaborate with department HODs to understand eligibility, skills and competence.
- Administering and executing HR programs as verification of paperwork's of employee. Ensuring proper onboarding process for new hires (orientation and employee recognition), payroll complete joining formalities and benefits related paperwork's.
- Providing staffing programs support duties includes task as making job offers, preparing job letters, appointment letters,
- Providing experience, release, clearance, gratuity amount release procedures and process as per rules.
- Providing transfer letters and reviewing concerns on salary increase and employee retention.
- Preparing attendance of 200 employees on matrix.
- Attending to staff meetings, investigation, employee discipline.
- Structured organizational development with ERP process (staff profile, attendance, salary ,leave application)

Academic HR activities :

1-Preparation of essential documentation for online AICTE portal.

2-preparing documentation for committees, resolution.

3-Updating information on AICTE online portal about organization infrastructure, Placement, bank Income and expenditure details.

- 4-Sending emails to AICTE portals and adding and relieving employee details data from portal.
- 5-Preparing mandatory disclosure for AICTE and uploading the docs on the portal
- 6-Documentation of NAAC process.

SUBJECT TEACHER (SOCIAL STUDIES)

1Sri Venkateshwar Balakuteer (2021 -2022) CBSE

2) Intel High School.

WORK SUMMARY

- Gathering learning material, resources and prepared lessonplans.
- Ensuring student with appropriate learning aid and learningtext to students
- Setting and achieving curriculum objectives
- Analyzing and helping students work on their strength andweakness (remedial class)
- Evaluation of program of students.
- Attending PTM discussing student's growth and documentingtheir progress.
- Filing Documentation of all students' progress.
- Preparing students for Projects, assignments then project,
- Conducting quiz, role plays, skit drama, debates,organizing field trips on syllabus related topics.
- Participation in staff meetings and event.
- Establishing proper classroom environment for lesson.

Database administration, document preparation office meeting coordination / project / support.

- 3) **Served as an Associate Financial Service Manager**
ICICI Prudential Life Insurance Co. Ltd. from 2008 to
2009 in Mumbai.

RESPONSIBILITIES

Business Development –

- 1) Analyzing business potential conceptualizing & executing strategies to drive sales augmenting & achieving desired targets.
- 2) Identifying qualifying & pursuing business opportunities through market survey & mapping as per targeted plans.

Client Relationship Management-

- 1) Rendering & achieving quality service in Customer service operation for, providing first line customer support by answering queries & resolving their issues.
- 2) Maintaining cordial relationship with customer to sustain profitability.
- 3) Building & maintaining healthy business relation with substantial individual clientele base, ensuring maximum customer satisfaction by achieving delivery and quality norm.

- 4) **Served as an Administrative Executive in Airtel Relationship**
Centre under Asiatic Agency Business (from July 2004 to
August 2006) in Bharti Cellular Ltd, Bhubaneswar.

Responsible for complete facilitating, customer care and administration activity of the Relationship Centre and to ensure that the processes are in place as per the standards of the organization.

Academic Background

- Continuing Masters in Political Science IGNOU 2022 admission in July 2022
- Bachelor in education from Acharya Nagarjuna University, Andhra Pradesh (2019 – 2021)
- Early Child Care Education from National Academy, Mumbai

- LLB from Berhampur University (2011 – 14)
- MBA from Institute of Business and Computer Studies – BPUT(2006 – 2008)
- Diploma In Rural Management from Utkal University (2004 –2005)
- Graduation from B.J.B College (Utkal University)
- Intermediate – R.D. Women’s College (Utkal University)
- Matriculation from Stewart School Bhubaneswar

PERSONAL PROFILE

Date of Birth	-	4th April 1984
Marital Status	-	Married
Language Proficiency	-	Hindi, English, Oriya
Strength	-	Flexibility, Confidence, Creativity
Hobbies	-	Drawing Painting, Jute Craft, Sewing,Embroidery.

DECLARATION

I hereby declare that the information furnished above is true to thebest of my Knowledge.

Date:

Place:

(AVIPSA PADHI)