

ROLL NUMBER: D25700026



Female

Mobile Number: 8327704948

DOB

25-Mar-1999

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- MS Excel
- Power BI
- AI Tools
- Data Analytics.

PERMANENT ADDRESS

Satyam-B,404,Satyam And Shuvam
Royals,Ghatikia
City: Bhubaneswar
State: Odisha
Pincode: 751030

LANGUAGE

- English
- Hindi
- Oriya

Profile Verification Status

- 10th Marksheet/Certificate is not verified.
- 12th Marksheet/Certificate is not verified.
- Graduation Marksheet/Certificate is not verified.
- Aadhar Card is not verified.
- PAN Card is not uploaded.

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
PGDM-ACM	NICMAR Institute of Construction Management and Research, Delhi-NCR	NA	2027
Graduation	BIJU PATTANAYAK UNIVERSITY OF TECHNOLOGY	69	2021-Jul
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION	73	2017-Mar
High School	CENTRAL BOARD OF SECONDARY EDUCATION	91	2016-Mar

WORK EXPERIENCE (1 Year 6 Months)

Vedanta Limited

27-Dec-2021 - 15-Jul-2023

1 Years, 6 Months, 18 Days

PROFILE: Assistant Manager-HR

key Responsibilities

Talent Acquisition |Feb 2022 – Jun 2022

- Managed end-to-end recruitment processes across functions.
- Created and managed programs for onboarding, leadership development, upskilling, and reskilling.
- Utilized Excel and HR data analytics for reporting and decision-making.
- Promoted DEI initiatives in hiring practices.
- Developed talent sourcing pipelines aligned with workforce needs.

Learning & Development.| Jul 2022 – Jun 2023

- Conduct training needs analysis using performance data, feedback, and organizational priorities.
- Designed training schedules, coordinated subject matter experts, and ensured alignment between technical requirements and workforce capability
- Managed Learning Management System (LMS) and generated training reports
- Support employee growth through coaching, mentoring frameworks, and continuous learning culture
- Drive core HR functions including talent management, employee relations, policy design, and compliance

Other Key Responsibilities

- HR Business Partner (HRBP) support and employee relations
- Grievance handling, HR policy documentation, and compliance management
- Appraisal process support, KPI tracking, and performance reporting
- Community engagement aligned with ESG and DEI initiatives.
- Oversaw vendor lifecycle management –onboarding, contractual compliance, billing reconciliation, and payment approvals. Participated in annual V-SAP and AO audits,also was part of the internal audit team.

Additional Responsibilities and projects

1. Project Manager – Commissioning Training Program

- Appointed Project Manager for the Commissioning Training Program, leading end-to-end

planning and execution of structured training for 600+ new joinees.

• Coordinated with subject matter experts, safety teams, and senior leadership to design and deliver technical and safety modules.

• Tracked and documented training progress, participation, and readiness outcomes.

2. Project Panchi (CSR & Community Development)

• Associated with Project Panchi, Vedanta’s flagship community and social development initiative.

• Supported activities focused on education, livelihood development, and community upliftment, aligned with CSR objectives.

ACHIEVEMENT DETAIL

- Represented school at National Chess Championships (2013, 2014),Secured 3rd Place (Women’s Category) at All Assam Chess Championship, 2013 & 3rd Place (Women’s Category) at All Odisha Chess Championship, 2015
- Secured 3rd in School and 25th in State in IMO.
- Represented my college and won 2nd prize at Inter College sports Championship in Badminton.
- Chess Club Head with 20 members,Sponsorship Head in Annual College fest & Sports Committee Head in college.
- Secured 1st place in annual AO (Asset Optimization) audit at Office ,Participated and lead annual V-SAP (Vedanta Sustainability Assurance Process) Audit.
- Placement Coordinator- Coordinated between students, recruiters, and institute stakeholders to ensure smooth planning and execution of placement activities.