**R E S U M E**

**PERSONAL INFORMATION:**

NAME : Asisha Sahu

FATHER’S NAME : Mr. Radhakanta Sahu

MOTHER’S NAME : Mrs. Reena Sahu

DATE OF BIRTH : 25 May 1996

PERMANENT ADDRESS : At Post - Palasi, Via –Nimakhandi,

 P.s – Hinjilicutt, Landmark – Berhampur,

 Dist – Ganjam,

 State – Odisha,

 Pin Code – 761001

 Mobile no : 8451943470

 e-mail ID – asishasahu17@gmail.com

**OBJECTIVE:**

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| Challenging and rewarding position in a growth oriented Organization |

**EDUCATION:**

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| **Qualification** | **Field of Education** | **University/Board** | **Institution** | **Percentage** | **Year of Passing** |
| Post Graduate Diploma in Management | Human Resource & Marketing | All India Council of Technical Education, New Delhi | Presidency College | 73.6% | 2019 |
| Bachelor of Technology | Mechanical Engineering | Biju Patnaik University of Technology, Odisha | Roland Institute of Technology | 67.4% | 2017 |
| Higher Secondary Education | Science | Council of Higher Secondary Education, Odisha | Gayatri Junior College | 53.5% | 2013 |
| Secondary Education | Subjects as per State Board | Board of Secondary Education, Odisha | Shrama Shakti Bidyapitha | 72.8% | 2011 |

**EXPERIENCE:**

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| **Name of the Organization** | **Position Held** | **Department** | **Duration** | **Responsibilities/ Assignments undertaken** |
| ASK EHS Engineering & Consultants, Surat,Gujarat | HR Recruiter | Human Resource | From Dec’ 2019 to till date | * Activities related to recruitment of Managers, Officers, Supervisors & Scaffolders for Safety Division, Fire Division & Engineering Division.
* Understanding the Specifications & Parameters related to the requirement.
* Recruiting a right candidate for the respective clients.
* Preparing Comparison Statements, Technical Evaluation Sheets & Commercial Evaluation Sheets.
* Conducting Negotiations & finalizing orders.
* Expediting with the Candidates for getting Resumes for necessary evaluation.
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| **Name of the Organization** | **Position Held** | **Department** | **Duration** | **Responsibilities/ Assignments undertaken** |
| Thyrocare Technologies Limited, Navi Mumbai, Maharashtra | Executive-CRM under ‘Business Development’ Vertical |  Procurement & Business Development | From May 2019 to Oct’2019 | * All activities related to ‘Procurement’ as well as ‘Business Development’.
* Sending Enquiries to SGC, PGC & DAC.
* Giving priority to LEGGY codes which is the updated version of SGC.
* Getting the Communications evaluated by the Marketing Department.
* Placing Orders for Samples.
* Developing New Leggy Codes.
* Vendor Evaluation & Vendor Registration.
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**SUMMARY OF ACCOMPLISHMENTS:**

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| * Planned, directed and coordinated activities of designated assignments.
* Ensured that aims, goals and objectives were accomplished in accordance with outlined priorities, time limitations and funding conditions.
* Analyzed results of operations for substantial gains and more efficient utilization of resources.
* Developed staffing plans, work schedules, budgets and time lines.
* Co-ordinated the successful simultaneous development of several aspects.
* Developed maximum numbers of Leggy Codes for Procurement due to which I have got appreciation letter.
* Generated formats for Log Sheet, DPR Sheet & Appraisal Sheet for Candidates
* Vendor Development and Vendor Evaluation.
* Certificate issued by National Cadet Corps (N.C.C. Certificate ‘A’)
* Certificate issued by AUTODESK for completion of Course in ‘AutoCAD’.
* Certificate issued by Central Tool Room & Training Centre (CTTC) for completion of Course in ‘CATIA’.
* Certificate of Participation issued by ‘India Rare Earths Ltd.’ during Inplant Exposure Programme.
* Certificate of Participation issued by ‘Saraf Titanium Plant’ during Inplant Training Programme.
* Certificate issued by Vishal Mega Mart during ‘Summer Internship- Marketing Mix’.
* Project on ‘Chainless Bicycle’ during Final Year of B.Tech.
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**HOBBIES:**

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| * Reading News Paper & Articles.
* Indoor Games – Chess, Table Tennis & Carrom.
* Outdoor Games – Badminton, Cricket & Basket Ball.
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