**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. |

**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. |

**HOBBIES:**

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