**CURRICULUM VITAE**

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**RAJESH KUMAR SATAPATHY**

**Nilamanideipur, PankapalSasan**

**Jajpur (Kalingnagar), 755026**

**Mobile: (+91)8984799596/8917537828**

**Email Id- rajeshsatapathy495@gmail.com**

**OBJECTIVE:**

Seeking challenging assignments with a progressive organisation and execute the same using the best of my skills in turn contributing to the organizational and personal growth in Human Resourses Department.

**EDUCATIONAL BACKGROUND:**

PROFESSIONAL:

* Pursuing 2 years Master’s Degree in Hospitality Management under Siksha ‘O’ Anusandhan(Deemed to be University), Odisha(2017-2019).
* Completed diploma in Human Resources from Alison( e- learning ).
* Completed diploma in Six Sigma from Alison( e-learning).
* Diploma in project management from Alison
* Diploma in legal law(Alison)
* Diploma in operational management(Alison).

ACADEMIC:

* Completed 3 years Bachelor Degree in Science(Chemistry Hons.) from Utkal University, Odisha.
* +2 Science from Council of Higher Secondary Education, Odisha.
* 10th from Board of Secondary Education, Odisha.

**OTHER SKILLS:**

1. Basic computer skills.
2. National Service Schemes (NSS).

**ACHIEVEMENTS:**

* State Awardee in Scout and Guide.
* National Seminar (Volunteer) Awardee in College level.
* Winner Awardee in Undisputed Public Speech in College level.

**STRENGTH:**

* Self Motivatedandmotivative to others.
* Ready to change,learn and teach

**HOBBIES:**

* Reading Newspaper
* Social work
* Youtuber and Blogger.

**WORK EXPERIENCE:**

* Two months Industrial Training in Human Resources Department as HRTrainee at Mayfair Hotel and Resort Ltd. Bhubaneswar.

**Learning Points:**

* Joining Formalities of employees
* Exit Interview Procedures
* Disciplinary Action
* Training Session Class
* KPI&KRI
* HR Transformation
* Basic introduction about Labour Laws &Industrial Relation
* Leave Policies
* E.P.F &Gratuity calculation
* Employee code of conduct
* HR Policies & Locker Administration.
* Employee Engagement & Feedback on Employee Satisfaction.

**PERSONAL DETAILS:**

Father’s Name : Gouranga Charan Satapathy

D.O.B : 5th May 1997

Gender : Male

Nationality : Indian

Language Known : Odia, Hindi,English

Blood Group : O+ ve

**Reference Persons:**

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| --- | --- | --- | --- |
| **Name of Person** | **Designation** | **Contact No.** | **Email ID** |
| Dr. SasmitaMohanty | Training & Placement Coordinator | 9776645903 | smohanty@soa.ac.in |
| Abhijit Jena | Asst.Manager HR | 9238400936 | hr.lagoon@mayfairhotels.com |
| Rajesh Kumar | HR. Executive | 8125317051 | hr.darjeeling@mayfairhotels.com |

**Declaration:**

I, solemnly declare that all the above furnished is free from errors to the best of my knowledge.



Date-

Place- Bhubaneswar Signature