

# Saswati Mishra

## PERSONAL DATA

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PLACE AND DATE OF BIRTH : Rourkela, India | 03 May 1995  
ADDRESS: E-88, Koelnagar, Rourkela  
PHONE: +91 8596878266  
EMAIL: [saswatimishra.234@gmail.com](mailto:saswatimishra.234@gmail.com)

## CAREER OBJECTIVE

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To work for an organization, for learning different HR practices of it and give my best to it. To make a way where I can apply my acquired skills and aptitude in order to contribute to the growth of the organization and grow parallel with it.

## EDUCATION

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*2017-Present* Master of Business Administration in Human Resource and Finance  
National Institute of Technology, Rourkela  
CGPA: 7.85/10

*2013-2017* B.Tech in Computer Science Engineering  
Padmanava College of Engineering, Rourkela  
BPUT  
CGPA: 7.02/10

*July 2013* Senior Secondary in Science and Maths  
Indian Certificate of Secondary Education  
Carmel School, Rourkela  
Percentage: 58.00

*July 2011* Secondary  
Indian Certificate of Secondary Education  
Carmel School, Rourkela  
Percentage: 78.00

## PROJECTS

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ONLINE VEHICLE BOOKING WEBSITE	Created website using ASP.NET where a person can select and book vehicles like buses, taxis and truck in order to move passengers and goods. The customer have to pay a certain amount as a token money and pay rest after reaching destination.
ONLINE APPEAL WEBSITE	Created a website using ASP.NET where a person can explore and order various famous fashion brands such as Armani, Gucci, etc. It is a payment friendly website.

## INTERNSHIPS

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MBA	May – July, 2018. Rourkela Steel Plant, Rourkela Worked in the Personnel and IR department. My main area of work was understanding the relationship between the trade unions and management of RSP. I arranged meeting between employees in order to know about their grievances and try to provide a solution along with employers. June – July, 2018 WERP India I worked from Home during this internship where my key responsibilities were to support HR manager in all the pre-documentation for the selected candidates and assisting in managing emails of HR manager and replying to the selected candidates doubts or clarification for the position they applied.
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## SOFT SKILLS

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<i>Languages</i> <i>Soft Skills</i>	Oriya (Native), English (Fluent), Hindi (Fluent) Ability to build strong relationship and set up trust. Confident and highly determined, sound Presentation skills. Ability to handle pressure situations.
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## EXTRA CURRICULAR ACTIVITES

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1. Got 1<sup>st</sup> prize in Inter-college group Dance competition “AAROHAN” organized by Padmanava College of Engineering.
2. Actively participated in many presentation and Debate competitions.
3. Member of core committee for the Inter-College fest “TEK VAG” organized by Padmanava College of Engineering.
4. Worked as an active member in Rotaract Club of PCE, Padmanava college of Engineering.

## SOFTWARE PROFICIENCY

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Basic Knowledge: Java

Intermediate Knowledge: Excel, Word, PowerPoint, SQL, C/C++

## INTEREST AND ACTIVITES

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Reading Novels, Content Writing, Listening to music.