

NAME- BISWAJIT MUDULI
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OBJECTIVE

Result-oriented, organized and hard working individual looking to implement helpful company policies and procedures that increase employee morale and create a positive

work enrolment and to carry out duties in areas such as recruitment, policy implementation, and employee relations.

EDUCATION

UTKAL UNIVERSITY (BJB AUTONOMOUS COLLEGE) 2024

(Personal Management & Industrial Relations)

Post Graduation 2018
Percentage - 70%

BIJU PATNAIK UNIVERSITY & TECHNOLOGY

(Raajdhani Engineering College) 2014

Percentage - 74.40%

COUNCIL OF HIGHER SECONDARY EDUCATION

(Gayatri Junior College)

Intermediate in Science 2012
Percentage - 50%

BOARD OF SECONDARY EDUCATION

(Saraswati Sishu Vidya Mandir)

Matriculation
Percentage - 63%

INTERNSHIP

INDIAN RARE EARTH LIMITED, OSCOM, CHATRAPUR May, 2023 - June, 2023

HR Intern

- Learned and practiced the HR activities of updating employee databases, gathering payroll data, screening resumes, scheduling interviews, and assisting with HR-related reports and employee queries.
- Assisted management in negotiating with employees during dispute.
- Participated in grievance redressal procedure.
- Assisted in executing and ensuring welfare benefits to the labor force.

CORROSION PROTECTION PVT. LTD., CUTTACK Jun, 2024 - July, 2024

HR Intern

- Learning and working on various HR practices.
- Assisted in performance appraisal of employees in the Personnel and Administrative Department.
- Learned about the welfare benefits provided by the company.
- Analyzed and reported the bottlenecks and merits of the organization owned appraisal system.

EXPERIENCE

BITES LTD. (Man power agency)

- T & M Consulting Service PVT. LTD. Working as project coordinator from 01-09-2020 to till now.
- Apprenticeship from 16-07-2019 to 15-07-2020.
 - Attendance record maintain
 - Manage employee grievance
 - Handle employees gate pass related requirement.
 - All department duty deployment
 - Performance management
 - Assist in developing and implementing HR procedure policies

- Source, screen, and recruit candidates for both technical and non technical candidate.

SEMINARS

- National Seminar Attended Public - Private Partnership (P3) for Infrastructural growth.
- Safety Management system in an organization.
- Training and development in Human Resource Management.

HR Skills relevant field

- Personal Management
- Labor relations
- Industrial Relations
- Manpower management
- Administrative Assistance
- Strong analytical problem solving skill.

PERSONAL INFORMATION

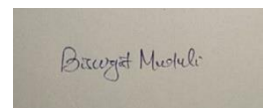
Name: Biswajit Muduli

Father Name: Gantai Muduli

Mother Name: Hemalata Muduli

DOB: 15-05-1997

Address: At- Sarubaripadar, Po- Banpur, Dist- Khordha, Odisha, 752031



Date:

Signature