

Career Objective To become part of a team driven by passion and challenging spirit which strives for the growth of the organization and offers me scope to explore my potential and provides me the opportunity to enhance my talent with an intention to be an asset to the organization.

Professional Profile With more than nineteen years of experience in working in different types of organization, both in academic institution as well as in business organization with different capacities and assignments to handle different roles and responsibilities.

Along with my academic assignments in B. Tech and MBA wings at Trident Group of Institution, I am involved in many other activities such as preparing SAR for NBA Accreditation, acted as the organizing secretary for National Seminar and HR Conclave, developing contents and designs for different promotional materials and mentoring post graduate students.

In addition to my academic assignments at DRIEMS B-School holding a faculty position in Management, was involved in the process of selecting executives, training, report taking, motivating, mind programming and preparing the road map for the sales team to hit target successfully.

Associated in the NBA, NAAC and ISO application documentation process for DRIEMS, content development, budget preparation, liasioning with corporate representatives to negotiate and establish long term and strategic relationship.

Flexibility to adopt environmental constraints to handle assignment, ability to work with priorities, handle responsibilities with commitment and meet tight deadlines without compromising quality are my key strengths.

Academic Profile

Relevant Academic Credentials

- MA in English from Utkal University, Bhubaneswar, Odisha
- MBA (Specialization in Human Resource Management) from IGNOU
- Bachelor's Degree in Arts (+3 Arts) with Honours in English from Utkal University, Bhubaneswar, Odisha
- +2 Science from CHSE, Odisha
- Matriculation from BSE, Odisha

Professional Qualification

- Post-Graduate Diploma in Computer Applications from NICT, Cuttack

Key Skills

Unique Personal Traits

- Complex Problem Solving (Dealing with Situations)
- Critical Thinking (Problem Solving Ability)
- Creativity (Thinking Uniquely)
- People Management Skills (Team Work)
- Coordinating with other Resources (Connecting the Dots)
- Emotional Intelligence (Connecting to People)
- Judgement & Decision Making (Ability to Take Decisions)
- Cognitive Flexibility (Develop the Mind to Change)

- Experience** **February, 2023 – till date** **TAT, Bhubaneswar**
- Working as an Assistant Professor in the department of MBA
- November, 2022 – January, 2023** **DAV Padmabati, Cuttack**
- Worked as a part time Head Clerk to maintain the office
 - Responsible to maintain the accounts
 - Responsible for the EPF and ESI contribution of the staff members
 - Dealt with DAVCMC, Management Information System for day to day activities
- October, 2020 – October, 2022** **Self Employed**
- Provided English tuitions to high school students
 - Engaged in online share trading activities
 - Completed 3 levels of training on nutrition and beauty and became a certified nutrition and beauty advisor
 - Provided nutrition consultation to many covid affected persons
- January, 2020 – September, 2020** **Nilachal Polytechnic, Bbsr**
- Worked as a Senior Lecturer to teach Entrepreneurship for Engineers
 - Assisted the Training and Placement Officer in Placement Activities
 - Responsible for updating of the institute website
- June, 2007 – October, 2019** **DRIEMS, Tangi, Cuttack**
- Worked as Asst. Prof. (HR) for Management wing of DRIEMS Group of Institutions and the Chief Executive (HR & Marketing) for B. Tech. wing.
 - Took classes for the students of BBA and MBA program.
 - Involved in the preparation of documentation and report for the NBA and NAAC application procedure of AICTE and UGC respectively.
 - Responsible to prepare the content for promotional material and organizing promotional activities for the organizations in Odisha, Jharkhand and Bihar.
 - Prepared budget for the admission related activities.
 - Completely involved in recruitment and selection process of marketing executives.
 - Responsible for giving training to the sales team, report taking and preparing the road map for the sales people to hit targets.
 - Closely associated with the implementation and operation of DRIEMS-AIMS (DRIEMS Academic Information Management System).
- August, 2006 - May, 2007** **PR Dairy Tech Pvt. Ltd, Cuttack**
- Full-time Front-end Office Executive to handle customers
 - Worked as Accounts Support Staff for maintaining office accounts using Tally Accounting Package
- April, 2005 - July, 2006** **Microsys Infotech & Telecom Pvt. Ltd.**
- Worked as Front-office Sales Support Staff

Patent:

- Patent on “System and Method for Assessing and Enhancing Work-Life balance in the Corporate World Using Emotional Intelligence” got published on 17-05-2024.

**FDP/ Workshops/
Seminars:**

- Attended 25th National Conference on “Elevating Innovation and Sustainability with AI Excellence” organized by Srusti Academy of Management (Autonomous), Bhubaneswar and presented a paper on “Use of Digitalization in Talent Acquisition”.
- Attended 25th National Conference on “Elevating Innovation and Sustainability with AI Excellence” organized by Srusti Academy of Management (Autonomous), Bhubaneswar and presented a paper on “Effectiveness of AI Powered Coaching and development Plans for the Employees of IT sector”.
- Attended National Seminar on “Business Strategies and Sustainability” organized by Trident Academy of Technology, Bhubaneswar and presented paper on “Green HRM: The ultimate for sustainable growth of business in the 21st century”.
- Successfully completed FDP on NBA Accreditation and Teaching and learning in Engineering (NATE) funded by MoE, Govt. of India organized by IIT, Madras during January, 2024 to June, 2024.
- Successfully completed FDP on Research Methodology funded by MoE, Govt. of India organized by IIT, Madras during July, 2023 to December, 2023.
- Successfully completed FDP on Organizational Behaviour funded by MoE, Govt. of India organized by IIT, Hyderabad during July, 2023 to December, 2023.
- Successfully completed a 2 days National Level Workshop on “Master the Communication Process using Gmail” conducted by Scrollwell. (13rd- 14th May, 2023)
- Attended International Webinar on “Navigating the World of Intellectual Property Rights” organized by IP Promotion Outreach Foundation (IPPO) on 12th May, 2023.
- Attended National Level Webinar on “Teaching with AI: Using Chat GPT in the Classroom” organized by Scrollwell on 5th May, 2023.
- Successfully completed a 14 days National Level Faculty Development Programme on “Innovative Teaching Strategies and Tools in the Digital Age” conducted by Ministry of Education’s Institution Innovation Council, Gulzar Group of Institutions, Ludhiana (10th- 23rd April, 2023).

**Interest &
Hobby**

Self Appraisal

I am a self-made person with a strong sense of commitment, work ethic and sincerity. I pay extra attention to challenging job with variety and versatility in nature. I always prefer to work in a cohesive group to handle jobs with independent responsibility. Flexibility and accountability are my key strengths. I enjoy reading PMA books and in helping people to help them grow.

**Personal
Profile**

- Born on: 25th May 1983
- Father: Mr. Sarat Chandra Panda
- Mother: Late Sulochana Panda
- Marital Status: Married
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(Tushar Ranjan Panda)