



# Biswaranjan Majhi

**EXECUTIVE-HRM**



## ABOUT ME

*Ability to adapt to changing situations and effectively manage unexpected challenge.*



## CONTACT

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## EDUCATION

- **CHSE, odisha**  
**12th science**  
2012 - 2014



## WORK EXPERIENCE

### Assistant HR

#### S&B joint venture (JSW mines) 2020 - Now

- Comprehensive HR and administrative assistance .
- Cv sourcing and skill assessment
- Document verification and IMI Record
- onboarding employee
- Review of documents suitability and file control. File maintenance.
- Regular canteen inspection and cost analysis.

### Logistic staff

#### S&B joint venture(Rungta mines) 2016 - 2019

- Customer Reception. Iron ore stack management. Weigh bridge operation . creating Outbound invoice and E-WAYBILL . All statutory form maintenance As per DGMS.



## SKILLS | EXTRAS

- Project Management Tools
- Advanced Excel
- SAP MM inventory and warehouse management
- Social Media Management