



NIRANJANA MANDAL

Professional summary

Seeing a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability with work well with people, which will allow me to grow personally and professionally.

Experience

UIDAI SUPERVISOR

DC OFFICE UDALGURI / INDIA, UDALGURI

As a UIDAI Supervisor at DC Office Udalguri in India from October 2020 to August 2021, I gained invaluable experience in managing and supervising the operations of the Unique Identification Authority of India (UIDAI). In this role, I was responsible for overseeing the enrollment and verification process of Aadhaar cards, ensuring compliance with government regulations, and handling customer queries and complaints. I also worked closely with a team to maintain the integrity and security of all data collected.

- Supervised UIDAI operations
- Ensured compliance with government regulations
- Managed customer queries and complaints
- Maintained integrity and security of data

SUPERVISOR

GENUS POWER INFRASTRUCTURES LIMITED / INDIA, TAMULPUR

As a Supervisor at Genus Power Infrastructures Limited in India, I was responsible for overseeing the daily operations of the company's infrastructure projects. This role required strong leadership skills, as well as the ability to effectively communicate with both team members and upper management. I have worked for six months.

- Managed a team of 15+ employees on various projects
- Ensured timely completion of projects within budget
- Implemented safety protocols to maintain a safe work environment
- Conducted performance evaluations and provided feedback to team members
- Coordinated with vendors and suppliers for necessary materials
- Trained new employees on company policies and procedures

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Education

HUMANITIES

2017 - 2019

JAWAHAR NAVODAYA VIDALAYA, SONITPUR INDIA, SONITPUR

Skills

Teamwork	◆◆◆◆◆
Problem-solving	◆◆◆◆◆
Adaptability	◆◆◆◆◆
Openness	◆◆◆◆◆
Communication	◆◆◆◆◆
Leadership	◆◆◆◆◆

Languages

- ◆ ENGLISH
- ◆ HINDI
- ◆ ASSAMESE
- ◆ BENGALI

Courses

BCC

2021

NEILIT