



PALLAVI PATTNAIK

ABOUT ME

I am an outgoing, creative, goal-oriented, and resourceful person with a growing academic hunger. I take interest in human resources planning, conflict resolution, marketing and provides creative ideas for the business developments.

EDUCATION

- **Post-Graduation:**

Gangadhar Meher University-
Master of Business Administration in Finance (2020-2022)

- **Graduation:**

Gangadhar Meher University-
Bachelor of Business Administration (2017-2020)

- **HSC:**

Madnawati Public School – CBSE
Commerce (2015-2017)

EXPERIENCE

ASSISTANT MANAGER

Reliance Retail limited, Sambalpur, India
(May 2022 – August 2023)

- Assisting team members in Time Management & payroll process.
- Modeled supportive leadership qualities, motivating staff to achieve department goals and promote staff participation and team building.
- Provide administrative support to the HR and Payroll teams.
- Solved problems concerning payroll procedures and statutory compliances.
- Strong communicator with a talent for building relationships and driving collaboration across departments.
- Used strong data entry skills to update and maintain employee records.
- Supervised and coordinated daily operations to ensure smooth workflow.
- Assisted in the development and implementation of organizational policies and procedures.
- Conducted performance reviews and implemented strategies for team improvement.
- Collaborated with other departments to achieve overall organizational objectives.
- Handled customer inquiries and resolved issues to maintain high levels of customer satisfaction.

CONTACT

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SKILLS

- Team Leadership and development
- Project Management and time management
- Customer Relation
- Data entry and analysis
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word)
- Communication skills
- Knowledge of SAP, or ability to quickly gain this knowledge
- Tally software

INTERNSHIP

HUMAN RESOURCE

Maruti Suzuki Nexa, Sambalpur, odisha
(Oct 2023- Jan 2024)

- Payroll
- ESIC
- Attendance check
- Admin operations
- Communication with employees about their work and targetSOURCE
- Maruti Suzuki Nexa, Sambalpur, odisha
(Oct 2023- Jan 2024)