



ARPITA PANDA

About

Dynamic and performance-focused management professional with over 2 years of experience leading teams, optimizing operations, and delivering business growth across diverse industries. Recognized for implementing strategic initiatives that boosted efficiency by 25% and reduced operational costs by 15%. Skilled in motivating cross-functional teams, managing high-stakes projects, and driving continuous improvement. Passionate about building strong workplace cultures and achieving measurable success. Seeking a leadership role where I can contribute to organizational excellence and innovation.

Language

English

Hindi

Odia

Contact

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- Al Jafiliya, Dubai

Personal Details

Date of Birth
08-12-2004
Nationality
Indian
Marital Status
Single

Position applying for

Admin/ Secretary/ Receptionist/procurement

Professional experience

**klick to cart general trading llc
(procurement officer)**

Present

- Identifying opportunities for cost reduction and efficiency improvements.
- Drafting, reviewing, and managing contracts.
- Preparing and issuing requests for quotations (RFQs), requests for proposals (RFPs), and invitations to tender (ITTs).
- Familiarity with UAE import/export regulations, customs procedures, and local business practices is often beneficial.

**Tech-mahindra
(assistant supervisor)**

[03/04/23-24/12/24]

- Assisting in leading and motivating team members.
- Providing guidance, training, and support to team members.
- Helping to ensure team members understand their roles and responsibilities.
- Contributing to a positive and productive work environment.
- Accurately inputting data into databases, spreadsheets, or other data management systems.
- Updating and maintaining existing data records to ensure accuracy and completeness.
- Performing data cleansing tasks, such as identifying and correcting errors, inconsistencies, and duplicates.
- Training new employees, Managing inventory and supplies.
- Assisting in identifying and resolving operational issues and challenges.
- Implementing solutions as directed by the Supervisor.

**MAGNEQ SOFTWARE SOLUTIONS
(Client hr intern)**

[01/01/23-31/03/23]

- Understand client needs and challenges related to HR processes.
- Provide expert advice and guidance on best practices in HR.
- Deliver HR services such as recruitment, onboarding, training, and performance management.

EDUCATION

CORE SKILLS

- COMMUNICATION SKILLS
- ORGANIZATIONAL SKILLS
- CONFIDENTIALITY AND DISCRETION
- COMPUTER AND SOFTWARE PROFICIENCY
- CUSTOMER SERVICE AND INTERPERSONAL SKILLS
- RECRUITMENT SUPPORT
- EMPLOYEE ONBOARDING AND OFFBOARDING
- COMPLIANCE AND LEGAL KNOWLEDGE
- PROBLEM-SOLVING AND CRITICAL THINKING

COMPUTER SKILLS

- HTML
- Data entry
- Slide presentation
- Ms access
- Ms office
- WordPress
- Applicant Tracking Systems (ATS)
- Email Management
- Calendar Management
- Instant Messaging/Collaboration Tools
- Web Navigation
- Understanding Basic Web Security

BACHELOR OF BUSINESS ADMINISTRATION (BBA) | 2022-25

Sun International Institute of Tourism and Management

INTERMEDIATE - P.C.M.B | 2020-22

Tulashi women's college , kendrapara

SSC | 2019-20

Times scholars gurukul,kendrapara

TECHNICAL / KEY SKILLS

1. Recruitment Support

Assisting in job postings, screening resumes, scheduling interviews, and onboarding new employees.

2. Employee Record Management

Maintaining accurate and confidential employee records, including personal details, contracts, and performance reviews.

3. Payroll Assistance

Supporting payroll processing by tracking employee attendance, managing timesheets, and ensuring accurate pay distributions.

4. Conflict Resolution

Assisting with resolving employee conflicts, addressing concerns, and supporting a positive work environment.

5. Attention to Detail

Ensuring accuracy in all HR processes, from handling paperwork to managing databases and reports.

6. Time Management

Prioritizing tasks and managing time effectively to meet deadlines, especially during high-volume recruitment or HR initiatives.

7. Employee Engagement

Supporting employee engagement programs, organizing training sessions, team-building activities, and surveys to improve morale and productivity.

8. Organizational Skills

Efficient in handling multiple administrative tasks, scheduling interviews, managing calendars, and maintaining records without errors.

DECLARATION

I HEREBY DECLARE THAT ALL THE DETAILS FURNISHED HERE ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.