

Alok Sahoo

Balasore, Orissa 756056
pashupatialok@gmail.com
+9170080 65118

Enthusiastic & Energetic guy looking forward to work with productive organisation with my existing skills & experience in HR, Marketing, Customer Service, Social Service, Corporate Social Responsibility, Estate Management, Facility Management, Operations, Supply Chain & Logistics fields to the benefit of org & self.

Personal Details

Date of Birth: 1992-04-29

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Accounting, Administrative Assistance, Advertising, PR, MR, Event Management, Analytics, Business Operations, Childcare, Community & Social Service, Customer Service, Education & Instruction, Export, Import, Human Resources, Information Design & Documentation, Internet, Ecommerce, KPO, Research, Analytics, Logistic Support, Management, Marketing, Media & Communications, NGO, Social Services, Regulators, Industry Associations, Project Management, Social Science, Sports, Strategy, Management Consulting Firms, Transportation Services

Total years of experience: 8

Work Experience

Officer - HR/CSR/Facility Operations

Jagannath Coaching Institute-Balasore, Orissa

Full-time

0-15 days notice period

February 2021 to Present

Performing my duty as O I/c - HR, CSR, Facility & Estate Management. Also looking after Logistics Operations of the Organisation. Is I/c of Event Planning & Management also.

Officer/Asst Prof. - HR/CSR/Operations

Gurukrupa College of Management-Bhubaneswar, Orissa

Full-time

April 2018 to February 2021

Performed my duties as Senior HR Officer(Generalist) & Corporate Social Responsibility Executive.

Proficient in Operations & Facility Management. Performed Estate Management Operations in the Institute.

Sr. Executive - HR, CSR & Operations

FCSP-L-Bhubaneswar, Orissa

Full-time

April 2016 to March 2018

Performed my responsibilities & duties as Senior HR Executive & Generalist HR.

Performed the duty of CSR & Social Service in the Corporate Sector.

Proficient in Facility & Branch Operations Management.

Education

Master's degree in Operations, Human Resource Management & SAP HCM

Ravenshaw University - Cuttack, Orissa

June 2014 to July 2016

Post Graduate Diploma in Computer Applications & Tally ERP 9

NIELIT - Cuttack, Orissa

June 2013 to April 2014

Bachelor's degree in Commerce & Accounting

Utkal University - Bhubaneswar, Orissa

June 2010 to May 2013

Skills / IT Skills

- Microsoft Office
- Teaching experience
- HR Generalist
- Marketing
- Email marketing
- Event marketing
- Tutoring
- Learning & Development
- Sales
- Recruiting
- Talent management
- Human resources management
- Marketing management
- Computer Application Skills
- Accounting
- SAP HCM
- Advanced Excel
- Advertising sales
- HR sourcing
- HRIS
- HR Operations
- Performance management

- Kaizen
- Lean management
- Quality management
- Occupational health
- Soft Skills Training
- UGC NET/JRF - HRM
- HR Administration
- Tally ERP 9
- Social Service
- Corporate Social Responsibility
- Facilities management
- Estate Management
- Operations management
- Branch Management

Languages

- English - Fluent
- Hindi - Fluent
- Bengali - Fluent
- Odia - Fluent

Online Profile

<https://www.linkedin.com/in/alok-sahoo-ma-mba-579144a2>

Certifications and Licenses

UGC NET/JRF - HRM

December 2020 to Present

Design Thinking

June 2020 to Present

Neuro Linguistic Programming

May 2020 to Present

Human Resource Management

September 2016 to Present

PGDCA - Computer Applications

April 2014 to Present

Operations & Supply Chain Management

September 2016 to Present

SA 8000 - Corporate Social Responsibility

September 2023 to Present

Modern HRM - Performance & Appraisal

August 2023 to Present

Balance Score Card - Strategy Management Framework & Approach

August 2023 to Present

Global Talent Managemnt

August 2023 to Present

Modern HRM - Training & Development

August 2023 to Present

Modern HRM - Recruitment & Selection

August 2023 to Present

Soft Skills for Professionals

January 2021 to Present

Mental Health Studies - Understanding Behaviour, Burnout & Depression

January 2021 to Present

Mental Health Studies - Suicide, Violent Behaviour & Substance Abuse

January 2021 to Present

ISO 9001:2015 Quality Management System

December 2020 to Present

Intellectual Property Rights & Competition Law in India

January 2021 to Present

ISO Management System Audit

December 2020 to Present

ISO 14001:2015 Environmental Management System

November 2020 to Present

Kanban System - Lean Scheduling & Just in Time

October 2020 to Present

5S System - Lean Methodology at Workplace

October 2020 to Present

Quality Control Circles - Lean Participation Models for Teams

September 2015 to Present

Kaizen Approach - Lean Methodology for Continious Improvement

September 2020 to Present

ISO 45001:2018 Occupational Health & Safety

September 2020 to Present

Safer Recruitment

August 2023 to Present

NGO, Non-Profit / Student Organizations

ABVP

June 2016 to Present

BJP

March 2014 to Present

RSS

June 2016 to Present

VHP

June 2016 to Present