

# MITRABINDA NAYAK

**Current Designation** – Assistant Professor  
(MBA Dept.) & HoD T&P  
**Joining Date** – 16.08.2019  
**Qualification** – PGDM (XIMB)  
**Nature of Association with ABIT** – Regular

## WORK EXPERIENCE

- 1) **Organization – Ajay Binay Institute of Technology (16.08.2019 till date)**  
**Position – Assistant Professor & Head - Training & Placement**

### Job Responsibilities:

#### Academics

Responsible for taking General Management papers in the 1<sup>st</sup> year and HR specialization papers in the 2<sup>nd</sup> year.

#### Training & Placement

Responsible for handling all Training & Placement related activities of all programmes run under ABIT Group of Institutions.

- 2) **Organization - Orissa Engineering College (July 2004 – Aug 2019))**  
**Position – Head - Training & Placement**

### Job Responsibilities:

#### Training

Responsible for the planning and execution of all kinds of career oriented trainings, resourcing of trainers for different trainings and responsible for generating the annual budgets for both Training & Placement.

#### Placement

Responsible for giving presentations to corporates, liaisoning with different industries and consultants for placements in both core and IT sector, supervision of database maintenance and ensuring the smooth running of all online platforms associated with the T&P Deptt. Also responsible for all recruitment related activities being conducted in the campus.

### Other responsibilities :

- **Admissions** – Additional responsibility of taking care of the admission process since the last 2 academic sessions. Responsible for strategy making and planning of different marketing activities associated with the entire process.
- **Event management** - Responsible for organizing and conducting annual tech fest, an annual national level quiz competition, workshops, seminars, Faculty Development Programs and other events held in the college.
- **Website management** – Responsible for drawing up the site map for the college website, providing content for the website, monitoring the maintenance and the updating of the website.
- **Public Relations** - Guiding the PR team to draw up advertising budgets, plans and dealing with the media during all events.

- **Content management** – Responsible for giving the basic designing, correcting proofs, and monitoring all institution related content which comes out in the form of brochures, leaflets, calendars, magazines etc
- **Online examinations** – In charge of supervising the online examinations which are conducted by a 3<sup>rd</sup> party in OEC (TCS – ion) for different organizations like SBI, LIC, IDBI etc
- **Grievance Redressal** – As the Chief Coordinator of the Grievance Redressal Committee, have been responsible for receiving grievances and after discussion in the committee, generating reports and doing the necessary follow-up for proper redressal.

### 3) Resources Centre<sup>TM</sup> (April 2003 till March 2004)

**Position:** Associate

#### Job Responsibilities :

- Handling of screening/short listing of CVs from database and E-advertising and preliminary short listing of candidates.
- Interview Scheduling & Preliminary Interview of the shortlisted candidates.
- Planning, co-ordinating and executing Headhunting process.
- Documentation of the process of recruitment and Database Management according to ISO policies and procedures.
- Maintenance and updating of large database of professionals from different fields.
- Responsible for account management of different companies.

### ACADEMIC DETAILS

Post Graduate Diploma in Management (PGDM) from Xavier Institute of Management, Bhubaneswar (XIMB)

#### SPECIALISATION: HUMAN RESOURCES & MARKETING

<i>Examination</i>	<i>Degree /Diploma</i>	<i>Univ./Institute</i>	<i>Year</i>	<i>% / CQPI</i>
Post Graduation	Post Graduate Diploma in Business Management	Xavier Institute of Management, Bhubaneswar	2003	64.1 %
Graduation	B.A (Economics), Utkal University	Ravenshaw College, Cuttack	2001	65.5 %
+2	C.H.S.E	Ravenshaw College, Cuttack	1997	64.8 %
10 <sup>th</sup>	I.C.S.E, New Delhi	Stewart School, Cuttack	1995	88.0 %

### SUMMER TRAINING

**ORGANISATION:** *RELIANCE TELECOM LIMITED*

**TITLE:** A research on the feasibility of providing broadband services in Cuttack.

**OBJECTIVE:**

- To measure the awareness level of people about the different broadband services.

- To establish and prioritize the various factors that might affect the procurement of these services.

## ACHIEVEMENTS

- Received **state level** scholarship for securing position in Utkal University in B.A exams.
- Secured 10<sup>th</sup> position in the Utkal University in B.A (Economics).
- Won different competitions in debates and elocution consecutively for 6 years at inter school level.
- As the President of Interact Club (the school wing of Rotary club) was responsible for organizing and conducting different cultural events and charitable activities.

## PERSONAL INFORMATION

**D.O.B:** 12.06.1979

**GENDER:** Female

**MARITAL STATUS:** Married

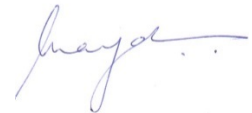
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Date :

Signature



Place : Cuttack