

RESUME

SRADHA SUCHISMITHA

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CAREER OBJECTIVES:

To work in an organization where I can add the best value for the growth of the organization. I believe working is a process of learning.

ACADEMIC QUALIFICATION:

QUALIFICATION	INSTITUTE	BOARD / UNIVERSITY	YEAR OF PASSING
Master in Social Work	BJB Autonomous College	Utkal University	2019
Bachelor of Arts	Rama Devi Women's University	Utkal University	2017
12th	Kendriya Vidyalaya No.1, Bhubaneswar	CBSE	2014
10th	Kendriya Vidyalaya No.2, CRPF Campus, Bhubaneswar	CBSE	2012

OTHER QUALIFICATION:

- National Cadet Corps 'C' Certificate Holder.
- Completed PGDCA course.
- Fundamental of Child Rights

WORK EXPERIENCE:

Landscape Holidays India Pvt. Ltd. (June 2025 – Oct 2025)

- Managed HR & Admin tasks
- Maintained database of events
- Created PowerPoint presentations
- Assisted with creative design and content
- Coordinated events

Team Coordinator, Celebrity Cricket League (January 2025 - February 2025)

- Managed logistics and communication to ensure efficient operations.
- Secured 5 sponsors, boosting financial support and event visibility.
- Managed event execution, logistics, and team operations for smooth match-day activities.
- Coordinated with stakeholders, vendors, and teams to ensure efficient workflows.
- Handled budgeting, expense tracking, and financial reporting.

Communication Officer, SNEHA (June 2024 – Nov 2024)

- Maintained official records and files
- Coordinated with the team on projects
- Assisted with creative design and content
- Managed documentation and reports
- Created PowerPoint presentations
- Submitted monthly and field reports
- Conducted awareness programs
- Archived images of all organizational activities

HR and Project Coordinator, Odisha-Mo Parivar (June 2022 – June 2024)

- Managed HR & Admin tasks
- Maintained official records and files
- Prepared attendance & deviation reports
- Maintained database of events, visits, and competitions
- Coordinated old-age and orphanage visits, SIEP, outreach programs in all special institutions
- Archived images of all organizational activities
- Collected and compiled data for the monthly newsletter

Counselor and Social Worker, VJSS (Open Shelter Home) (Nov 2020-May 2022) Under District Child Protection Unit

- Conducted awareness programs
- Carried out surveys and projects on child education in slums
- Performed case studies on the counseling process
- Conducted case studies and seminars on marital counseling

Block Coordinator, CYSD (Internet Saathi Project) (May 2019–Jan2020)

- Conducted fieldwork
- Organized training activities at the slum level
- Coordinated monthly meetings

Intern, Odisha Red Cross Society

- Conducted field activities
- Conducted awareness programs
- Coordinating the counselling sessions
- Handling blood requests

PERSONAL SKILLS:

Enthusiastic, self-motivate, dedicated, hardworking, friendly and honest for work. Able to work under pressure, co-operative and good at people management skills having leadership qualities.

HOBBIES & INTERESTS:

Painting, Solving Sudoku Puzzle, Socializing, Music, Games & Sports, Social Work Trav

PERSONAL PROFILE:

Date of Birth: 11th January 1997
Father's Name: Mr. Sarat Chandra Panda
Sex: Female
Nationality: Indian
Religion: Hindu
Language Known: English, Hindi & Odia
Permanent Address: E 403, Shuvam Royale Ghatikia
Near Naka GateChakka
Bhubaneswar 751029

DECLARATION:

I do hereby declare that the above information given by me is true to the best of my knowledge and concern.

Date : 25/10/2025


(Sradha Suchismitha)