

# Anjana Panda

**Contact no. :** - +91-7978958XXX, 9861343XXX

**Email :** - [anjanapanda52@gmail.com](mailto:anjanapanda52@gmail.com)

**BPUT ID :** T133520402



**Address:**

C/O Shri Bhaskar Panda  
Friends Colony, Gouilundi  
Berhampur,  
Orissa. 760004

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## **Objective:**

Seeking a position to utilize my skills & abilities that offers professional growth while being resourceful, innovative & flexible and at the same time not forgetting some values such as honesty, sincerity, commitment & discipline.

## **Professional Experience Summary:**

- Currently working as **Assistant Professor in (Civil Engg. Department), Roland Institute of Technology (RIT), BERHAMPUR.**
- Previously worked as **HOD/Lecturer (Civil Engg. Department), BSET, BERHAMPUR**
- Worked as **Junior Engineer (Civil), at ACE Associates, BERHAMPUR**

**\*\*Total Work experience: - 7+ years**

## **Highlights and Competencies:**

- Excellent Teaching Skills
- Excellent Presentation, motivational and leadership skills.
- Strong analytical, logical and mathematical skills.
- Ability to handle the students.
- Ability to provide quality knowledge.
- Good communication and presentation skills
- Honest, Sincere and a Hard Worker
- Independent and self-motivated
- Excellent interpersonal skills
- Excellent written and verbal skills
- Proficient in giving practical knowledge

## **Computer Skills:**

- Operating Systems : Windows –Vista,98 ,XP,2000,7
- Software Packages: BASIC, MS – Office,C, C++.
- Proficient in basic use of computer.
- Internet Savvy

## **Trainings:**

- 3 months **AUTOCAD** training from Berhampur
- Construction of a BRIDGE.

## **Academic Work Experience Details:**

- 1> Organization: Roland Institute Of Technology  
Position: Assistant Professor  
Duration: June 2013 – Present

**Role and responsibilities:**

- Manage the power point presentation for students.
- Provide conceptual knowledge and make them visualize the things.
- Identify the weak points of students.
- Organize the industrial visit for students.
- Develop the extracurricular activities of students.
- Provide the help during the project.
- Provide support to weak students.

**2> Organization: BSET**

Position: HOD Civil Department

Duration: Dec 2010 – May 2013

**Role and responsibilities:**

- Similar as above

**3> Non Teaching Experience Details :**

Organization: **ACE Associates**

Position: **Junior Engineer**

Duration: April 2009 – Dec 2010

**Role and responsibilities:**

- Position : Junior Engineer
- 1+ yr of relevant Experience of civil structures.
- Drafting of building and other related drawing using AutoCAD, Arch, desktop etc.
- Preparation of Layout, Map creation and digitization.
- Analysis, Estimation and preparing bills of quantities of buildings & other civil structures

**Educational Qualification:**

- Pursuing **MBA (HR, PRODUCTION & OPERATION MANAGEMENT)** in Swami Vivekananda Subharti University in 2017-2019.
- **B.Tech. (Civil)** from Biju Patnaik University of Technology, Orissa, INDIA with 1<sup>st</sup> Division in 2009.
- Passed Intermediate from Orissa State Board in 2002.
- 10<sup>th</sup> in 2000 from Orissa State Board

**Achievements:**

- Attended 'ISTE workshop in FMHM' and 'Foundation Program in ICT for Education' from 'IIT University.
- Successfully organized industrial visit for 500 students.
- Got appreciation from college.

**Strengths:**

- Versatility, Positive attitude, A labor of love.
- Good in Coordination and Communication among colleagues
- Sense of responsibility towards task allotted to me.

**Language proficiency:**

- English, Hindi, Oriya.

**Extracurricular activities:**

- Won Prizes at College and School level.
- Active Participation in College cultural & sports Events.
- CR in XII<sup>th</sup>.
- Volunteered various Functions at School-level.

**Interests:**

- Reading Newspapers, Magazines, Books etc.
- Playing indoor games like Chess, Carrom etc.
- Listening to Music.

**Personal Details:-**

- ❖ Gender : – Female
- ❖ Nationality : – Indian
- ❖ Marital Status : – Single
- ❖ Date of Birth : – 27 - 04 – 198X
- ❖ Father's Name : -- Shri Bhaskar Panda
- ❖ Permanent address : -- C/O Sharda Panda,  
Ramahari nagar ,1<sup>st</sup> Lane,  
Berhampur,  
Orissa

**References:-**

- Available on request.

**Date:-****Signature****Place:-****Anjana Panda**