

SAMUNDRA THAPA

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CAREER OBJECTIVES:

A passionate, dedicated and resourceful along with good experience. Skilled in managing team to work in sync with the corporate setparameters & motivating them for achieving business and individual goals.

SUMMARY OF SKILLS:

- ❖ Capable of adapting and working on new systems & environment easily.
- ❖ Good Communication and interpersonal skills.
- ❖ Software Skills : SAP, TallyPrime ,Google Sheet, Excel & TCS.

EXPERIENCE:

FLOATING NUMBER DIGITAL SOLUTIONS PVT LTD (Gear Inc)

Designation: Process Associate
Department: - Trust & Safety
Client :- Byte Dance (Tiktok)
Software: TCS , MQC

Duties & Responsibility :

- ◆ Review content on short-video platforms, select the most suitable labels for the content according to the policies in order to optimize the models
- ◆ Interpret, translate and apply complex policies and guidelines to content by understanding the review policies and guidelines.
- ◆ Identify improvement opportunities in workflow by using daily data analysis and suggest solutions.
- ◆ Attention to details and provide timely feedback to team leaders.
- ◆ Exposure to sensitive content, including but not limited to vulgar content, violence, pornography, and fake news.
- ◆ Maintained excellent standards of service through impeccable attention to detail.
- ◆ Maintain a thorough understanding of moderation processes and policies
- ◆ Provide excellent customer service to our customers

(From June, 2022 to Sep, 2023.)

SHRI JAGANNATH STEELS & POWER LTD

Designation: - Logistics Clerk
Software: SAP & Tally Prime

Duties & Responsibility : Generating Sales Quotation , Create Sales Order, Generating Sales Invoice , Delivery Challan & E- Waybill, Generating Transits Permit(TP) in i3Ms, Preparation of daily dispatch and Sales Report. Files Records & Maintenance. Create PR/PO (Supply & Services), GRN Entry & SRN Entry, Invoices Processing (Material & Non-Material based)

(From Aug, 2021 to May, 2022)

SHANMUKHA INFRA AND ENGINEERS

Designation: - Supervisor
Department: - Dispatch/ Logistics
Software: SAP & Tally Prime

(From June, 2019 to July, 2021)

MODERN TRADERS

Designation: - Junior Accountant

Software: Tally ERP 9

(From 02 Aug, 2018 to 05 June, 2019)

Duties & Responsibility: Maintain Daily Sales ,Purchase ,Receipt and Payment entry in Tally , Prepare daily and monthly Sales & Purchase Report, Comparing Tally Report and Preparing Monthly Report.

EDUCATION:

❖ MBA Dharanidhar Autonomous College ,Keonjhar	80.00%
❖ B.Com (Hons) North Odisha University,	60.61%
❖ XII Commerce (CHSE,Odisha) Barbil College, Barbil	64.16%
❖ 10 th Basanta Secondary School	76.50%

VIRTUAL INTERNSHIP EXPERIENCE: -

- ❖ Student Ambassador | NatraWild Network
- ❖ Digital Promotion Executives | Wind Studio
- ❖ Digital Marketing Intern | PhoTrend Photography
- ❖ Social Media Marketing Intern | AIR SEAT
- ❖ Fundraiser | Muskurahat Foundation
- ❖ Social Media Influencer | Muskurahat Foundation

LANGUAGES:

English, Hindi , Nepali, & Odiya.

DECLARATION:

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Samundra Thapa

Date :01/01/2024