

# SAURAV PANDA

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## SUMMARY

Detail-oriented and multi-skilled professional with 5+ years of experience across operations management, technical support, graphic design, video editing, and digital systems administration. Proven ability to streamline workflows, deliver high-impact visual content, guide learners, and manage organizational processes with efficiency and precision. Skilled in front-end development, technical troubleshooting, and content creation, supported by strong communication and analytical capabilities. Adept at balancing creativity with operational excellence to enhance user experience, strengthen brand presence, and improve team performance. Committed to continuous learning, innovation, and delivering measurable results.

## SKILLS

Languages	:	English, Hindi, Odia
Tools & Platforms	:	GitHub, WordPress, Photoshop, Illustrator, Premiere Pro, After Effects, InDesign, Bender, Canva, Figma, VS Code, MS Office 360

## EDUCATION

# Central Institute of Petrochemicals Engineering & Technology, Bhubaneswar	August 2022
Industrial Training in Fitter (NSQF)	CGPA: 7.48/10
# 3TIER Computer Academy, Balugaon	March 2020
Post Graduate Diploma (Computer Applications)	CGPA: 8.46/10

## EXPERIENCE

<b>Purvasha Folk &amp; Tribal Odi Art Museum, Barkul</b>	<b>December 2022 – December 2025</b>
Manager	Full-time
<ul style="list-style-type: none"><li>Directed day-to-day museum operations, including visitor management, staff coordination, and event planning.</li><li>Oversaw digital systems, ticketing, documentation workflows, and inventory processes to ensure smooth operations.</li><li>Handled &amp; optimized technical systems—computer maintenance, display screens, and networking infrastructure.</li><li>Created &amp; curated promotional visuals, posters, and digital assets for exhibitions and branding.</li><li>Streamlined internal processes by organizing schedules, maintaining reports, and enhancing workflow efficiency.</li></ul>	
<b>Nanotech Computer Academy, Bidharpur</b>	<b>July 2022 – March 2023</b>
Lecturer	Part-time
<ul style="list-style-type: none"><li>Educated students in basic computers, MS Office, internet usage, and digital literacy.</li><li>Guided learners in HTML, CSS, and beginner-level project development.</li><li>Conducted practical labs, assessments, and personalized support sessions.</li><li>Developed easy-to-understand study materials and structured course modules.</li><li>Maintained &amp; configured lab systems, software installations, and ensured smooth technical operations.</li></ul>	
<b>Bharti Airtel Limited / Reliance Jio Infocomm Limited, Balugaon</b>	<b>February 2022 – November 2022</b>
Sales Manager	Part-time
<ul style="list-style-type: none"><li>Managed SIM activation, device support, and customer onboarding workflows.</li><li>Advised &amp; supported customers on plans, porting, digital KYC, and service issues.</li><li>Achieved daily/weekly sales targets by promoting &amp; influencing customer adoption of telecom products.</li><li>Resolved customer queries, billing concerns, and ensured high satisfaction.</li></ul>	

- Maintained store records, stock tracking, and service documentation.

**Odisha Newsroom Media Network Pvt Ltd, Bhubaneswar**

**June 2019 – January 2022**

*Motion & Graphic Designer*

*Remote*

- Designed & produced posters, thumbnails, visual graphics, and branding elements for daily digital content.
- Edited videos for news, interviews, and social media while maintaining brand consistency.
- Collaborated with reporters/editors to deliver accurate and high-quality visual material under tight deadlines.
- Organized project files and workflows for efficient content production.
- Enhanced audience engagement through visually consistent and high-impact designs.
- Developed responsive apps and websites for media requirements.

## **ACHIEVEMENTS**

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- Improved museum operational efficiency by reorganizing workflow, schedules, and technical systems.
- Designed visually consistent media assets that increased viewer engagement and brand credibility.
- Trained over 100+ students in computer basics, digital skills, and beginner coding.
- Achieved consistent sales performance across Airtel & Jio customer service roles.
- Resolved more than 500 technical issues involving networks, systems, and software setups.

## **CERTIFICATIONS**

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- **Ethical Hacking:** Evading IDS, Firewalls, and Honeypots — LinkedIn (Sep 2023)
- **Graphic Design:** Basics to Advance — LinkedIn(Sep 2023)
- **How to Learn Faster** — LinkedIn (Sep 2023)
- **Intelligent Automation Foundations** — LinkedIn (Sep 2023)
- **Organizational Learning and Development** — LinkedIn (Sep 2023)
- **Process Mining for Robotic Process Automation** — LinkedIn (Sep 2023)
- **Certified Business Analysis Professional (CBAP)®** — LinkedIn(Sep 2023)
- **AI-Powered Performance Ads Certification** — Google (Nov 2025)
- **Google Analytics Certification** — Google (Nov 2025)
- **Digital Marketing** — HubSpot (Nov 2025)
- **Social Media Marketing** — HubSpot (Nov 2025)