

Akshya Kumar Panda

Programmer - Problem Solver - Quick Learner – Leader

Date of birth-10th April 1994 (30Y)



EXPERIENCE:

Flora Fountains & Amusements, Brahmaipur

Back-office Assistant in Administration

Jun 2014 – Oct 2021

Umed Pharma Lab Pvt. Ltd., Hyderabad— Trainee

Feb 2023 – Jun 2023



EDUCATION:

**University Higher Secondary School, Odisha—
Matriculate BSE (Odia Medium)**

Division (2nd) 59% – 2009

**Uma Charan Patnaik Engineering School, Odisha—
Undergraduate (Diploma in Information Technology)**

Division (1st) 68% – 2014

**Kalam Institute of Technology, Odisha— Graduate
(Bachelors of Technology in Computer Science Engineering)**

Division (1st) 68% – 2021



FORMER WORK EXPERIENCE:

Post Name — Back-office Assistant

Administration monitoring.

Monitors & supervise the factory works & production.

Accounting and database updating.

Payroll report making.

Motivating employees to achieve targets.

Training new staff members.

Production and stock reporting.

Store and work station infrastructure maintaining



Berhampur, Ganjam

Odisha, India



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SKILLS:

Operating Systems –

Windows 11, Windows 10, Windows 7

Microsoft Office – All versions

Word, Excell, Power Point

**Programming – Frame works preferred
(Eclipse, Visual Studio)**

C, C++, Java, HTML (Basics)



STRENGTH & HOBBIES:

- ✓ Adaptability to different types of situations and environment.
- ✓ Decision making capacity at the earliest
- ✓ Fast learner.
- ✓ Can handle a group of members or a team.
- ✓ Positive approach.
- ✓ Good communication skill
- ✓ Traveling, reading, exploring different places




LANGUAGES:

- English, Hindi & Odia



DECLARATION:

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.



(Akshya Kumar Panda)