

# RESUME

## **Ms. MONALISA BISWAL**

AT-Chariakana, Post- Apandara

Dist-Jagatshinghapur (Odisha) Pin: -754119

Contact No: +91-7657003315

E Mail – [biswalmanalisa00mona@gmail.com](mailto:biswalmanalisa00mona@gmail.com)

### **Academic qualification:**

- Passed +2(Arts) from **BASUDEV MAHAPATRA SNARAH I H S SCHOOL** under CHSE Odisha 2022.
- Passed 10<sup>th</sup> from **GADIBRAHMA HIGH SCHOOL APANDARA** under BSE Odisha 2020.
- Passed (PGDCA) Computer.

### **Hobby:**

- Hockey
- Singing
- Dance
- Reading

### **Professional skills:**

- PC Literacy with extensive experience using MS Word, MS Excel, MS Power Point, Outlook Express and E-mail.
- Good knowledge of ERP system and e-cargo.
- Brief knowledge of Management information system (MIS)

### **Personal profile:**

Name : Monalisa Biswal

Date of Birth : 03/Feb/2004

Gender : Female

Father's Name : Amulya Biswla

Nationality : Indian

Marital Status : UN Married

Language Known : Odia, Hindi & English.

Permanent Address : At-Chariakana,Post-Apandara ,Via-Balikuda  
Dist- Jagatasinghapur (Odisha) 754119.

Contact No : +91 -7657003315

E-mail : [biswalmanalisa00mona@gmail.com](mailto:biswalmanalisa00mona@gmail.com)

**Declaration:**

A self-motivated individual possessing inherent interpersonal skills, an analytical approach, and willingness to learn & work hard, good personality & can make a vital contribution to any team.

The above information is to the best of my knowledge. Anticipating a Favorable and Positive reply from your end.

Thanking you,  
Monalisa Biswal