

CURRICULUM VITAE

ANKITA MISHRA

At- Kharia Mukundapura Sasana,

PO/Via/PS- Kabisuryanagar,

Dist- Ganjam.

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CAREER OBJECTIVE

Work with the best of knowledge and abilities for the fulfillment of the job entrusted time. Special interest to take challenging and responsible work, known or unknown, with high level of confidence and fulfill the matter at the entire satisfaction of management.

ACADEMIC PROFILE

- Qualified HSC from Govt Girl's High School, Kabisuryanagar, BSE, Odisha in 2017 with **68.83%** of marks.
- Qualified +2 Science from Kabisurya Baladeva Vigyan Mahavidyalaya, Kabisuryanagar CHSE, Odisha in 2019 with **40.66%** of marks.
- Completed Bachelor's degree in Science from Berhampur University , Berhampur, Odisha in 2023 with **66%** of marks.

EXTRA QUALIFICATION

- **PGDCA** in computer at ICSM institute, Kabisuryanagar, Certified by the National Board Of Computer Education from March 2021 to February 2022.
- Also Completed **OS-CIT** Course in the Year 2017 at **OKCL**.

WORK EXPERIENCE

- One year and Ten month experience as a Assistant teacher at Sri **Aurobindo Integral Education Centre, Kabisuryanagar.**
- Six month experience as a Sales Executive and Billing Executive at **Dev Honda Motors, Aska.**

SKILLS

❖ Technical Skills:-

- Intermediate Knowledge of **Microsoft Office.** (Word, Excel, PowerPoint and Access.)
- Basic knowledge of **Tally ERP 9.**
- Creating and managing ledgers.

- Generating basic financial reports.
- Handling simple accounting tasks and managing inventory.
- Basic Knowledge of **Adobe Photoshop**.

❖ **Professional Skills:-**

- Customer Service.
- Sales and Negotiation.
- Presentation and Product Knowledge.
- Teamwork and Collaboration.

STRENGTH

- ❖ Strong Communication.
- ❖ Problem-Solving.
- ❖ Time Management.
- ❖ Adaptability.
- ❖ Interpersonal Skills.
- ❖ Active Listener.

HOBBIES

- Reading Books, Cooking, Photography.
- Learning New Languages, Dancing.

PERSONAL DETAILS

Name	:	Ankita Mishra
Date of Birth	:	9th November 2001
Father's Name	:	Manoj Kumar Mishra
Mother's Name	:	Rina Mishra
Nationality	:	Indian
Religion/Caste	:	Hindu / Gen
Gender	:	Female.
Language know	:	Odia, English & Hindi.
Interest	:	To do something in a good Manner.

DECLARATION

I do hereby declare that the above particulars stated by me are true to the best of my knowledge and belief. If any discrepancies are detected by the authority, then I will be responsible for that.

Place:

Date:

Ankita Mishra