

Mr. Jagadish panigrahy

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Career Objective :

Eager to serve in a dynamic organization where I can synergize my technical experience , knowledge and skill in the best possible way for the fulfillment of organizational goals and make appositive and meaning full contribution in my field and to be an efficient member of the organization.

Profile Summary:

Back office Executive :

- ✓ Performing data entry tasks
- ✓ Maintaining filing systems
- ✓ Preparing and submitting reports
- ✓ Excellence in providing comprehensive secretarial and administrative support to colleagues .
- ✓ Enthusiastic Service Advisor with 1.5 years of experience . with highly skilled in customer service. And achieved very good customer satisfaction

Education Qualification:

Examination Passed	Board / University	Name of School/ College	Year of Passing
10 th	BSE,ODISHA	Sri Aurobindo Integral Education Center	2011
+2 (science)	HSE	OMBBS College , Berhampur	2014
BCA	Berhampur university	Roland Institute of Computer and Management Studies , Berhampur	

Technical Qualification :

- ✓ Pgdca

Computer proficiency :

- ✓ Operating system : Windows 98 , Windows XP , Windows
- ✓ Packages : Microsoft office – word , Excel , Power point etc.
- ✓ Internet : Well versed with internet by using search engines

Academic project :

Title of the project	Student management system
Duration	30Days
Group size	2 Members
Description	This project can use reliable for managing a organization and company

Strengths :

- ✓ Positive outlook
- ✓ Flexible and can accommodate to any circumstances
- ✓ Determined to work
- ✓ Having patience to work & learn at any field.

Hobbies and Interest :

- ✓ Music
- ✓ Browsing
- ✓ Reading
- ✓ Learning new things on internet

Experience :

- ✓ 6 months experience at a NGO of Berhampur. (20/06/2018 – 04/12/2018)
- ✓ 4 months experience at a SUZUKI SHOWROOM of Berhampur. (26/12/2018 – 04/04/2019)
- ✓ 10 month experience at PANASONIC SERVICING of Berhampur. (17/08/2020 – 28/06/2021)
- ✓ 1.5 years experience at TATA MOTORS of Berhampur. (01/11/2022 – 18 /04/2024)

Personal Details :

Name : Mr. Jagadish Panigrahy
Father's name : Prakash Chandra Panigrahi
Date of Birth : 08/02/1996
Nationality : Indian
Languages known : English , Hindi , Oriya
Present Address : Panigrahi street , Gosaninuagaon ,
Berhampur , Ganjam , Odisha
Pin Code - 760003

Declaration:

I do here by declare that the information furnished above are correct to the best of my knowledge and belief.

PLACE :-**DATE :-**

(Jagadish Panigrahy)
Signature