

Khirod Kumar Muni



At/Po - Kulagada,

Dist.- Ganjam, Pin- 761106



khirodmuni1@gmail.com



+91 8249225003



Career Objective:

To be part of an organization team, sharing its Vision, Mission and Value. To grow and prosper with the company which encourage new skill acquisition & personal development.

Educational Qualifications:

| Examination | Discipline/ Specialization | School/college | Board/ University | Year of Passing | % |
|------------------|-------------------------------|--|----------------------|--------------------|------|
| Matriculation | Odia | Ramachandra Bidya Pitha, Singipur | B.S.E | 2018 | 66.6 |
| 12 th | Arts. | Somanath Science Higher Secondary School, Mundamarai | CHSE | 2020 | 49.3 |
| BA | Economics. | Nimina Brundaban Chandra College, Kendupadar | BERHAMPUR UNIVERSITY | 2023 | 55 |
| Tally | ERP 9 | GENTECH Computer Education, Berhampur | - | 2019 | 85 |

Experience:

- 2.5 Year Experience at **Sri Polytechnic, Komand** as a Senior accountant.
- Work experience In Tally Prime, Make Monthly Staff Salary Statement, Cashbook Maintain, Data entry, Bank statement entry etc.

Skills:

- Knowledge about computer. (Microsoft Office, Online Work, Data Entry)
- Knowledge in ERP 9 & Tally Prime.
- Leadership
- Communication

: Personal Profile :

Name : Khirod Kumar Muni
Father's Name : Mr. Banabas Muni
Mother's Name : Late Tuni Muni
Gender : Male
Marital Status : Unmarried
Nationality : Indian
Address : At- Kulagada, Po- Kulagada,
Dist.: Ganjam, Pin- 761106
Mobile : 8249225003
Date of Birth : 17th January 2003
Language Known : English, Hindi, Odia

Strength:

- Good Determination power.
- Ability to handle tension, positive attitude.
- Honest and having Never to Die Attitude.
- Good communication skill to communicate clearly.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kulagada

Khirood Kumar Muni
Signature