



# MANGULI PANDA

Photographer

Email

kunup98@gmail.com

Phone

+ 91 9658507040

Address

At/PO: Osakana,  
Naugaon,  
Jagatsinghapur, Pin:  
754113

Date of birth

29/05/1999

Marital status Single

Nationality

Indian

## LANGUAGE

English (Good)

Hindi (Very Good)

Odia (Native Speaker)

## SKILLS

Active Listening Skills

Good Communication Skills

Computer Skills (PGDCA)

Interpersonal Skills

Customer Service Skills

Looking for an entry-level position in a growing company. Passionate about learning business concepts and possess the ability to handle work pressure and customer issues professionally. Have exceptional advisory skills and help customers to meet their goals.

## EXPERIENCES :

**Entry Operator, R&J Techno Services Pvt. Ltd.**

**Khandagir, Bhubaneswar, 03/2022 - 06/2022**

- Entering text, numerical data, or alphanumeric codes into a system or **Data** database.
- Converting handwritten or printed documents into digital form.
- Ensuring databases have current and accurate information.
- Checking data for errors or redundancies.
- Arranging information in a structured manner.

**Supervisor, Nayak Construction,**

**Jagatsinghpur, 02/2023 - 09/2023**

- Oversee daily site operations, ensuring project specifications and deadlines are met.
- Enforce safety regulations and ensure workers follow safety protocols
- Manage labor, equipment, and materials for efficient project execution
- Act as a key point of communication between the team, clients, and stakeholder

## EDUCATION :

**+2 Arts, Ratanpur Science College**

**Astarang , 2014 - 2016**

**BSE, 10th, UGMS Bidyapitha**

**Kakatpur , 2011 - 2014**

## HOBBIES :

- Playing Cricket
- Listening Music
- Reading Newspaper

## DECLARATION :

I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge. I understand that any false statements may result in disqualification from consideration for employment.