

MONALISHA PATRO

Mobile no: 7381979561

Email ID: monalishapatro0000@gmail.com

At- G.Jagannathpur, Near Lochapada, Po-Berhampur,Dist-Ganjam,State-Odisha,Pin-761001

CARRER OBJECTIVE:

To contribute to the growth of the company by working in a challenging position where I will have opportunities to utilize my professionalize knowledge and skills.

EXPERIENCE SKILL:

- 3 years experience in reception in a private institute.
- 2 year experience in OFFICE ASST-cum-DATA ENTRY OPERATOR in AISECT skill knowledge provider centre.
- 1 year experience in DATA ENTRY in a MINISTRY OF HEALTH & FAMILY WALFARE GOVT. OF INDIA (work from home).
- 1 year experience in Cashier at Gurukul international public school.

RESPONSIBILITIES:

- Attending inbound & outbound calls.
- Good communication & interpersonal skills.
- Take orders, Working properly as per their instruction.
- Collect Payments and issue receipts.

EDUCATION QUALIFICATION:

- **MBA (Specialization FINANCE, HR)2022-2024 from Kalam Institute of Technology, Under BIJU PATNAIK UNIVERSITY OF TECHNOLOGY(BPUT).**
- **Graduation B.Com(hons.,2015-2018)from Mahamayee Mahila Mahavidyalaya, Gandhinagar, Under Berhampur University.**
- **Inter (+2, 2013-2015) from Mahamayee Mahila Mahavidyalaya,Gandhinagar, Berhampur.**
- **H.S.C.Board (10th,2013) from V.V GIRI.GOV.T.SEC.TRA.SCHOOL FOR (WOMEN), Berhampur.**

SKILL:

- Ability to work under pressure.

TECHNICAL SKILLS:

- Diploma in computer application.
- Tally PRIME.

STRENGTH

- ❖ Confident and Determined
- ❖ Ability to learn quickly
- ❖ Time management
- ❖ Hard Working

PERSONAL DETAILS:

Name :	Monalisha Patro
Father's Name:	N. Sobha Patro
Mother's Name:	N. Sujata Patro
Date Of Birth:	25 May 1998
Sex :	Female
Nationality :	Indian
Religion :	Hindu
Language known :	English, Hindi, Odia & Telugu

DECLARATION:

I hereby declare that all the above-mentioned details are true to the best knowledge of mine.