

CURRICULUM VITA

NIRUPAMA DALAI

D/o-Kailash Chandra Dalai

At- Mukteswara billo Street,Aska road,Berhampur

Po- Gate bazar ,Berhampur

Dist- Ganjam, Odisha,Pin-760001

Phone -8763920138.

Email: dalainirupama98@gmail.com



CAREER OBJECTIVE

Looking forward to making carrier as professional where my skills & knowledge can be well utilized for the betterment of the organization & my personal growth aswell.

EDUCATIONAL QUALIFICATION

Exam Passed	Board / Council / University	School/College	% of Marks	Year of Passing
10 th (HSC)	BSE Odisha.	V.V Giri Government secondary and training school for womens,Berhampur.	61%	2014
+2 Science	CHSE Odisha.	Sashi Bhusan Ratha Government junior women's College,Berhampur	51%	2016
B.Sc (Hons)	Berhampur University	Mahamayee Mahila (Degree)Mahavidyalaya Berhampur.	68%	2019
PGDCA	OCA,Berhampur	Orrisa Computer Achademy,Berhampur	71.42%	2019
M.Sc	Odisha State Open University,Sambalpur	Khallikote Autonomous College,Berhampur	Pursuing	-

WORK EXPERIENCE

- **NATIONAL YOUTH VOLUNTEER (OFFICE ATTACHED)**, Nehru Yuva Kendra Berhampur Ganjam, Ministry of Youth Affairs & Sports Government of India.
- **JOB ROLE:-**
- Coordinated field activities for NYVs (National Youth Volunteers) to ensure effective program implementation.
- Managed the organization's social media pages to enhance publicity for central government schemes.
- Organized and conducted NYV meetings, and compiled and reviewed their program reports, Create Google sheet for Programme execution.
- Administered social media accounts for the office, focusing on outreach and engagement.
- Conducted official visits to banks and other offices for NYKS-related tasks.
- Maintained essential records, including Dak receipt and dispatch registers, bank books, and ledgers, while performing clerical duties.
- Assisted the District Youth Officer (DYO) with TSA work, including maintaining registers.
- Played a significant role in organizing and contributing to major initiatives such as the Clean India Campaign, District-level Yuva Utsav, Career Counseling Workshops, and Youth Club Development Campaigns.
- Created and managed a database of NYV reports, along with maintaining a digital archive of program photographs.
- Prepared detailed reports for various programs, including District level Yuva Utsav, Career Counseling work shop, Clean India 2.0, Catch the Rain, and Hindi Diwas, District level Neighbourhood Youth Parlliament ,Financial Year Reports For Audit etc.
- Performed data entry and typing tasks to support office operations

STRENGTHS

- Hardworking, Punctuality, Sincerity.
- Multi Tasking.
- Good Listener.
- Willingness to Learn New Things.
- Solutions Oriented
- Good Leadership
- Self confident & Determining
- Time Management
- Practical
- Demonstrated exceptional strength in problem solving and leadership, driving successful project outcomes through strategic thinking and resilience.

TECHNICAL SKILLS

- MS-Office
- PGDCA
- MS Word
- MS Excel
- MS Powerpoint

HOBBIES

- Reading Newspaper.
- Cycling.
- Listening Music.
- Singing.
- Drawing (Youtube channel - Pencil art & Colours).

LANGUAGES KNOWN

➤ Language Known (R/W/S) : Odia, Hindi & English.

PERSONAL INFORMATION

Father's Name : Kailash Chandra Dalai
Mother' Name : Ranjana Dalai
Nationality : Indian
Religion : Hindu
Date of Birth : 4th Dec 1998
Marital Status : Un-Married
Gender : Female
Category : General (UR)
E Mail : dalainirupama98@gmail.com
Mobile No : 8763920138

DECLARATION

I do hereby declare that all the above information given by me is true to the best of my knowledge, information and belief.

Place :

Date :

(Nirupama Dalai)