

RESUME

PERSONAL INFO.

Pradeep Nayak
S/o- Ramesh Nayak
DOB- 17th May 1996
MOBILE NO. 9861921709
E-mail – 9538.dipu@gmail.com

CORESPONDENCE ADDRESS

At- Nandika, Po- Nandika,
Mohanty Sahi , Hinjili
Di- Ganjam, Odisha,
Pin No. 761102

CAREER OBJECTIVE

To be a good citizen of organization, to maintain the reputation and good will of organization.

EDUCATION

Examination Passed	Board/ University	Year of passing	Percentage (%)
10 th (HSC)	BSE, Odisha	2011	43.50%
+2 Arts	CHSE	2013	54.33%
+3	Berhampur University	2016	46.78%
PGDCA	BIT Computer	2014	85%

COMPUTER SKILLS

- PGDCA (MS Word, MS Excel, MS Power Point etc.)

SKILL

- Excellent Presentation Skills

- Through Knowledge in Accountancy
- Good Communication Skill
- Team Player
- Creative and Willing Learn
- Friendly with an Unbeat Attitude

EXEPIENCE

I have one year experience in SBI Payment Service Pvt.Ltd.

STRENGTH

- Creative and Smart Worker
- Friendly in Nature, Positive Attitude
- Quick Learner
- Good Team Player
- Believe in Team Work and Hard Working

HOBBY AND INTREST

- Playing Cricket
- Travelling
- Reading
- Internet Browsing to Gain Knowledge

LANGUAGE KNOWN

ENGLISH– (Read, Write, Speak)

HINDI– (Read, Write, Speak)

ODIA) – (Read, Write, Speak)

Declaration

I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

Date-

Place-

Signature

