

CURRICULUM VITAE

PRATIMA BEHERA

CORRESPONDENCE ADDRESS:

At/PO- Chatrapur

Dist. Ganjam,

Pin-761020,

State: Odisha

E-Mail: pratimabehera325@gmail.com

Mobile: 9348159245

CAREER OBJECTIVES:

To contribute my skills and knowledge and be a part of a professionally managed organization that provides an excellent opportunity for learning and scope of individual development.

ACADEMIC BACKGROUND:

- Diploma in Electrical Kit College (Kalam Institute of Technology) Berhampur.
- + 2 (ARTS) from Govt Science College, in the year 2015.
- Matriculation from Govt Girls High School, in the year 2013.

COMPUTER PROFICIENCY:

- Post Graduate Diploma in Computer Application

PROFESSIONAL EXPERIENCE: -

Black Panther Skills, A Unit of Black Panther Guards and Services Pvt. Ltd.

Apr 2019 to till now

Black Panther Guards and Services Pvt. Ltd. is the training partner for SKILL INDIA MISSION for project DDU-GKY under the Ministry of Rural Development.

MIS

Key Responsibilities

Streamline the documentation process and ensure adherence to the Govt. guidelines.

Preparing all related documents of the Organization and Uploading them on designated websites of the Project.

PERSONAL PROFILE:

Name : Pratima Behera
Father's Name : Abhimanyu Behera
Gender : Female
Category : SC
Religion : Hindu
Nationality : Indian
Marital Status : unmarried
Language Proficiency : Odia, English & Hindi

DECLARATION

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

Place:

Date:

(PRATIMA BEHERA)