

RESUME

POOJA RANASINGH

D/o- Sukuru Ranasingh

At- New Street, Ankuli

Berhampur

Dist- Ganjam, Pin-760010

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CAREER OBJECTIVE

To be the best in my field and contribute significantly in the progress of the organization by being a part of its strategic planning and implementation process. Take up a challenging career in an innovative and visionary organization, which provides opportunities for personal & professional learning and growth.

EDUCATIONAL QUALIFICATION

| Exam Passed | Board / Council / University | % of Marks | Year of Passing |
|--------------------|-------------------------------------|-------------------|------------------------|
| 10 th | BSE, Odisha | 76.16% | 2012 |
| +2 Commerce | C.H.S.E., Odisha | 76.66% | 2014 |
| +3 Commerce | Khallikote University | 72.72% | 2017 |

COMPUTER KNOWLEDGE

PGDCA (Post Graduate Diploma in Computer Application)

Tally ERP 9

EXPERIENCE

Company - Das and Sons Infracon Pvt. Ltd.

Post- Data Entry Operator

Period- From dt.21.04.2021 to till now.

HOBBIES

Reading Newspaper.

Listening Music

Story Reading.

LANGUAGES KNOWN

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

STRENGTHS

Hardworking, Punctuality, Sincerity.

Determination.

Positive Thinking.

Willingness to learn new things.

PERSONAL PARTICULARS

Father's Name : Sukuru Ranasingh

Mother's Name : Hema Ranasingh

Nationality : Indian

Religion : Hindu

Date of Birth : 12th May 1997

Marital Status : Unmarried

Gender : Female

Category : General

DECLARATION

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