



Rajendra Dalabehera

Lailai, Rayagada Block of Gajapati district, Odisha

Contact : 7077094939

Email : rajanbehera263@gmail.com

DOB : 01.06.1996

OBJECTIVE

1. Data Accuracy and Integrity.
2. Timeliness.
3. Data Maintenance.
4. Confidentiality.
5. Support Operations.
6. Efficiency

SKILLS

- Strong organizational and multitasking abilities.
- Proficiency in data entry software, MS Office, and project management tools.
- Attention to detail and accuracy in data handling.
- Good communication and coordination skills.
- Ability to work independently and within a team.
- Typing Speed 30 WPM

REFERENCE

Durga Madhab Panda - Secretary Cum Chief Functionary
Janakalyan Pratisthan
jkpratisthan@gmail.com

EXPERIENCE

Janakalyan Pratisthan

Data Entry Operator cum Project Associate

Duration : **01.01.2022 - 31.12.2024**

I have 3 year experience in Data Entry Operator cum Project Associate at Janakalyan Pratisthan NGO, GAJAPATI.

Working duties:-

1. Project Coordination
2. Documentation
3. Support in Project Implementation
4. Communication
5. Data Management
6. Data Analysis Support
7. Records Maintenance
8. Confidentiality and Security

Indira Hotel

Mananger

Duration : **01.03.2018 - 25.02.2019**

Oversee daily hotel operations, including front desk, housekeeping, food and beverage services, and maintenance.

Monitor service standards to ensure a positive guest experience.

Implement and enforce hotel policies and procedures.

EDUCATION

GOVT. SSD HIGH SCHOOL, RAMAGIRI

10th

Passing Year - **2012**

Grades : **58%**

SKCG AUTONOMOUS COLLEGE, PARALAKHEMUNDI

+2

Passing Year - **2014**

Grades : **50%**

Utkal University

+3

Passing Year - **2017**

Grades : **65%**

Radhanatha ETEI, Cuttack

Teacher Training Program

Passing Year - **2021**

Grades : **78%**