

# **RAJESH KUMAR PANDA**

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## **CAREER OBJECTIVE**

To associate with a growth oriented organization where there is opportunity and guidance to develop myself, to face new challenges and to work in an environment where the ideas are encouraged and there is opportunity for growth and job satisfaction.

## **ACADEMIC QUALIFICATION**

<b>Academic Qualification</b>	<b>Board/University</b>	<b>College/Institute</b>	<b>Year of Passing</b>	<b>% of mark secured</b>
MCA	FM University	FM University (Balasore)	2014	72
BCA	Berhampur University	Disha College Of Management & Technology (Berhampur)	2011	72
+2(Science)	CHSE	Khambeya Dora Science College (Pochilima)	2008	44
10 <sup>TH</sup>	BSE	Utkal Bidya Pitho High School (Berhampur)	2006	47

## **Technical Skills**

- OPERATING SYSTEM(WINDOWS XP, 7,8,10)
- MICROSOFT OFFICE, ADVANCE EXCEL, PIVOT TABLE

## **HOBBIES**

- Playing Cricket
- Making new friends.

## ACHIEVEMENTS

- Participated in the National Conference on Intelligent System and Soft Computing organized by Fakir Mohan University, Balasore, Odisha.
- Annual Athletic Meet 2012 Fakir Mohan University Shot put 2<sup>nd</sup>
- Annual Athletic Meet 2013 Fakir Mohan University Shot put 1<sup>st</sup>
- Annual Athletic Meet 2013 Fakir Mohan University Javelin Throw 3<sup>rd</sup>
- Mr University 2013

## INTREST

- Bike riding
- Discussing on a topic to find the best solution.

## STRENGTHS

- I am honest, self-motivated and hardworking boy with positive attitude towards my career and my life.
- I never rest until finish the work.
- Friendly in making relationship with neighbors.

## EXPERIENCE

- 3.6 Year Experience in Prerana HR Solution Pvt Ltd as Office Assistance in Berhampur.

## JOB & RESPONSIBILITY

- Maintaining Files & office supply inventory.
- Welcoming visitors to our office.
- Answering phone calls.
- Taking and delivering messages.
- Sorting & collating candidate resumes.
- Creating, maintaining student information in to office database.
- Meeting with company HR for the requirements for the students.

## PERSONAL DETAILS

- Father Name :Krushna Chandra Panda
- Mother Name :Rajani Rani Sahu
- Date of Birth :18<sup>th</sup> May 1991
- Nationality :Indian
- Marital Status :Single
- Gender :Male
- Languages Known : English, Hindi, & Oriya.

### **Declaration**

I solemnly declare that all the information furnished above mentioned is true to the best of my knowledge and belief.

**Date:**

**Rajesh Kumar Panda**

**Place: Berhampur**

**Signature**