

# Resume

Mobile : 9348147963

**Ranjan Dhangada Majhi**

Email : ranjanrajputdhangadamajhi1998@gmail.com  
Location : Chalki, Bolangir, Odisha 767037 India

## PROFILE

Results-oriented professional with a proven track record in field/industry. Specialized expertise in [key skills or areas of expertise], with a keen ability to [specific accomplishments or contributions]. Known for driving [positive outcomes, efficiency improvements, revenue growth, etc.]. A collaborative team player with strong communication skills, dedicated to achieving and exceeding goals in a dynamic and challenging work environment."

## EDUCATION

Sambalpur University | Arts (Bachelor) April 2018 - January 2019

Earning a Bachelor's Degree and accumulating three years of hands-on experience in the Arts realm, I've honed my skills and immersed myself in the world of creativity. Ready to bring a blend of academic knowledge and practical expertise to any artistic endeavor.

## EXPERIENCE

I ) L&T | Micro Loans Officer May 2023 – July 2023

DUTIES AND RESPONSIBILITIES :

i) Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.  
ii) You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the Company in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

ii) ASA MILLET PRODUCER LIMITED COMPANY | Accountant January 2023 - March -2023

- Learn the Basics: Grasp fundamental accounting principles and software.
- Hands-On Practice: Apply knowledge through real tasks, like bookkeeping and reconciliations.
- Shadow Professionals: Observe and interact with experienced accountants for insights.
- Ask Questions: Seek guidance from colleagues, showing your eagerness to learn.
- Adaptability: Be flexible, as accounting involves diverse tasks.
- Networking: Connect with professionals for advice and potential opportunities.

## PERSONAL DETAILS

NAME : Ranjan Dhangada Majhi  
FATHER'S NAME : Radheshyam Dhangada Majhi  
MOTHER'S NAME : Gouri Dhangada Majhi  
MARITAL STATUS : Married  
DATE OF BIRTH : 16/03/1998  
SEX : Male

## SPECIAL SKILLS

- Sales Management
- Accountant
- Data Entry Operator
- Customer Relationship Management
- Problem Solving
- Good Communication Skills.

LANGUAGE | Hindi, Odia, English

## CERTIFICATE

- Great learning academy | Sales Management
- Sunshine Institute of technology & Management | ADCA Course



# ASA MILLETS PRODUCER COMPANY LIMITED

At - Antarla, P.O. - Chalki, Via - Muribahal, Dist. - Balangir, Odisha - 767037

Ref.No...134.....

RELIEVING LETTER

Date...31-03-2023

To,

Mr.Ranjan Dhangada Majhi  
Desigtation -Accountant  
At/Po- Chalki, Block-Muribahal  
Dist-Bolangir (Odisha)

Sub : - Relieving Order

Dear Ranjan,

This is to acknowledge the receipt of your resignation cum notice letter of dated 01.03.2023 which accepting the same. We thank you very much for the close association you had with company during the tenure from 01/03/23 to 31/03/23.

You have been relieved from your service with effect from today date 31.03.2023 .

We wish you all the best in your future career.

  
Tara Bhoi

Director  
AMPCL  
Director  
Asa Millets Producer Company Limited

Registered under the Company Act, 2013 (18 of 2013)