

# Curriculum Vitae

**REETA NAHAK**

**At-Baudiapalli, Po-Kanachhai,**

**Via-Buguda, Dist-Ganjam**

**Pin-761118 ,Odisha**

**Contact: +919692877339**

**E-Mail: [reetanahak240@gmail.com](mailto:reetanahak240@gmail.com)**



## CAREER OBJECTIVE

To work in a competitive & challenging environment to contribute to the best of my ability towards the growth & development of a progressive organization by utilizing my interpersonal, negotiation skill & administrative skills.

## ACADEMIC PROFILE

Degree/ Certificate	Qualification	Institute	Board / University	Year	Aggregate %
Degree	BA	Peoples College,Buguda	Berhampur University	2021	<b>71.04%</b>
Intermidiate	ARTS	Sri Baladev Jew Mahila Mahavidyalaya, Buguda	CHSE	2018	<b>59.16%</b>
HSC	10th	Krushna Chandra Paikara Bidyapith, Kanachhai	BSE,Odisha	2016	<b>48.16%</b>

## TECHNICAL PROFICIENCY

✓ PGDCA (Post Graduate Diploma In Computer Application)

**STRENGTH:**

- ✓ Hard working, confident, friendly & supportive.
- ✓ Simple and effective communication
- ✓ Punctuality
- ✓ Smart working

**HOBBIES:**

- ✓ Listening music
- ✓ Reading News Paper

**PERSONAL DETAILS**

Name : Miss. Reeta Nahak  
Father's Name : Mr. Sukru Nahak  
Mother's Name : Smt. Guri Nahak  
Date of Birth : 16<sup>th</sup> March 1999  
Linguistic Proficiency : English, Hindi and Oriya  
Marital Status : Unmarried  
Gender : Female

**PERSONAL DETAILS**

I hereby declare that the above mentioned statements are true to the best of my knowledge.

Place : Baudiapalli

Date :

**REETA NAHAK**