



SAMUAL PARIDA

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PROFESSIONAL SUMMARY

Talented Administrator highly successful at motivating teams and streamlining operations. Analytical problem solver and persuasive communicator with talent for thinking outside box for creative solutions.

WORK HISTORY

IOCL Berhampur - Administrator

BERHAMPUR

10/2022 - 01/2025

- Handled sensitive information discreetly, maintaining strict confidentiality at all times as required by company policy or legal regulations.
- Maintained personnel records and updated internal databases to support document management.
- Organized workflow and delegated tasks effectively to ensure timely project completion without compromising quality.
- Managed office inventory levels, ensuring adequate supplies were available while minimizing waste and unnecessary spending.

LANGUAGES PROFICIENCY

ODIA

HINDI

ENGLISH

EXPERIENCE

- 5+ years of experience in office administration, managing operations, and providing executive support.
- And project coordination with NGO'S for 2 years

PERSONAL STRENGTHS

- Good communication skill & well manner
- Positive attitude & Hardworking

PERSONAL INFORMATION

SKILLS

- DCA - (DIPLOMA IN COMPUTER APPLICATION)
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- PGDCA - (POST GRADUATE DIPLOMA IN COMPUTER APPLICATION)
██
- TALLYPRIME WITH GST
██
- Customer service
██
- Data entry
██
- Recordkeeping and file management
██
- Office administration
██
- Document management
██
- Employee supervision
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EDUCATION

BERHAMPUR UNIVERSITY

BHANJABIHAR

Graduation

VIVEKANANDA HIGH SCHOOL (BSE)

ODISHA

10th

UNIVERSITY HIGHER SECONDARY

SCHOOL (CHSE)

ODISHA

12th

- NAME : SAMUAL PARIDA
 - DOB :2002-02-09
 - FATHER NAME : DEVRAJA PARIDA
 - MOTHER NAME : BINITA PARIDA
 - GENDER : MALE
 - MARITAL STATUS : UN-MARRIED
 - NATIONALITY : INDIAN
 - RELIGION : CHRISTIAN
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DISCLAIMER

I hereby declared that the above information given by me is true to best of my Knowledge.