

Resume

Name:- sibani behera
AT :- putigopalpur, chatrapur
DIST:- Ganjam
STATE:- Odisha
PIN:- 761020
PHONE:- 6372929954
EMAIL:- shivanibehera46@gmail.com

CARRIEROBJECTIVE

I want to involve my self into a challenging environment offering scope for growth and development and an opporunity to apply my learning effectively towards the achievement of the organizational objective.

EDUCATION QUALIFICATIONS

- Completed +3 B.COM(accounting hrs) examination (67%) from junior science college under Berhampur University, Odisha, on April 2024
- Passed +2(Science) from uttkal high school pallan ,Kerala 2019 with 60%
- Passed 10th (HSC) from govt girls' high school chatrapur under Board of secondary education, Odisha on 2017 with 50%

COMPUTERPROFICIENCY

Basic computer knowledge i.e. MS-Windows and almost all editions of MS-Office, Powerpoint, Excel,PGDCA.

PERSONALITYTRAITS

- ❖ Working honest,sincere and having a positive attitude towards life.
- ❖ Accept challenges,self motivated and having capacity to work a tanysituation.
- ❖ Fun loving and always full of enthusiasm.
- ❖ Smart responsible for the team performance and teamtarget.

EXPERIENCES

- 9 month experience HDFC (csc) relationship manager
- 7 month experience both office executive and Accounts in Sparsh College of Computer & Management.

HOBBIES

- Associated with Social work, travelling , dancing ,bookreading And sports and games.



PERSONAL INFORMATION

Name:- sibani behera
D.O.B:- 6th dec 2001
Fathers name :- purna Chandra behera
Religion : Hindu
Nationality:- Indian
Gender:- female
Marital Status:- Single
Languages Known:- Odia,Hindi and English

DECLARATION

I here by declare that the above written particulars are true to the best of my knowledge and belief.

