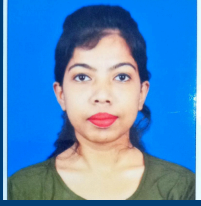


SIKHA MAHAKUD



Contact

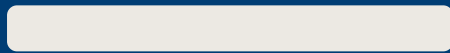
@ rockshikha2@gmail.com

7894880329

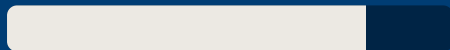
At-Aahirwad mandap, near idco colony, vss nagar, Bhubaneswar, pin-751007

Skills

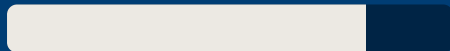
Tally prime 100%



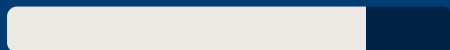
Knowledge on GST 80%



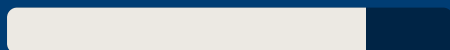
Knowledge of MS-Office(word,excel & ppt.) 80%



Ability to prepare journal entry 80%



Strong communication skill both verbal & written 80%



Languages

English

Odia

Hindi

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Jyote Motors Private limited,Nayapalli	13/1/2023
Data entry cum tellecaller	-
Bpo convergence limited	5/5/2022 ^{31/12/2023}
Customer service representative	-
Swiggy chart support executive	7/8/2022

EDUCATION

Mpc autonomous college,Baripada,Mayurbhanj	2018
B.com	74%
Ramadevi women's college Bhubaneswar	2015
CHSE	53%
Government high school, CRP, Baramunda,Bhubaneswar	2013
HSE	89%

HOBBIES

Traveling
Watching movies
Dancing

INDUSTRIAL EXPOSURE

Account assistant training under BFSI sector from World Skill Center , Mancheswar , Bhubaneswar

STRENGTH

Self confident and self motivated.
Good team player and positive attitude.
Willingness to learn and update knowledge.
Ability to work in a team with high level of involvement.

DECLARATION

I hereby declare that all the above written particulars are true to the best of my knowledge.

Place:Bhubaneswar

Date: