

## CURRICULAM VITAE

### SRADHANJALI PADHY

Devinagar 3<sup>rd</sup> Lane, Chatrapur,

Ganjam, Odisha, Pin: 761020

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### CAREER OBJECTIVE

Intend to build a career with an organisation that provides me opportunities to nurture my experience and attain responsible position according to my capabilities and learning abilities.

### STRENGTHS

- ❖ Quick learning ability.
- ❖ Positive Attitude and work responsibility.
- ❖ Teaching Pupil.
- ❖ Honesty and Integrity.

### WORK EXPERIENCE

- ❖ **Direct Sales Executive at Tata AIG Life Insurance during the year 2011-14.**

Responsibilities include:

- a. Identifying the potential buyers of Life Insurance Policy.
- b. Making the potential buyers understand different kind of policies available that suits their requirement.
- c. Selling the Policies.
- d. Helping the policyholders in availing after sales service.

- ❖ **Teacher-cum-Admission Counsler at Holy Angel Public School, Chatrapur during 2014-2016**

Responsibilities include:

- a. Teaching to students from Standard-I to Standard VI.
- b. Counselling Parents and Children during Admission.

- ❖ **Presently started own coaching institute and preparing for the Competitive Exams.**

### ACADEMIC QUALIFICATION

- ❖ **Bachelor in Commerce (Hons.: Accounting)- 50.94% Marks**

Govt. Science College, Chatrapur

Berhampur University

2007-2010

- ❖ **Intermediate (+2) Arts - 57.55% Marks**

Govt. Science College, Chatrapur  
CHSE, Odisha  
2005 - 2007.

- ❖ **HSC (Matriculation)- 48% Marks**  
Govt. Girls High School, Chatrapur  
BSE, Odisha  
2004 - 2005.

### **OTHER CERTIFICATIONS**

- ❖ PGDCA certificate in computer from Sirraffic Soft institute of Computers.

### **COMPUTER KNOWLEDGE**

- ❖ Microsoft Office : MS EXCEL, MS WORD and MS POWERPOINT

### **HOBBIES**

- ❖ Embroidery, Reading News Papers and Listening Music.

### **PERSONAL PROFILE**

Father's Name : Sri Chaitanya Padhy  
Date of Birth : 15<sup>th</sup> May 1990  
Gender : Female  
Marital Status : Unmarried  
Languages Known : English, Odia, Hindi and Telugu

### **DECLARATION**

I hereby declare that the information provided above are true and correct to the best of my knowledge and belief.



(Signature)