

CURRICULUMVITAE

SUBHASREE MOHANTY

Contact No.:- 8242757973

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CAREER OBJECTIVE:-

To perform to the best of my ability, work hard with patience and cooperation to achieve creative and challenging goals and enhance my career in progressive environment.

EDUCATIONAL QUALIFICATION:-

- Now Still Continuing Graduation +3 sc from Gopalpur college.
- +2 sc with 67% from Binayak Acharya college , Berhampur in the year 2022.
- 10th with 65% from S.S.V.M Ramahari nagar, Berhampur in the year 2020.

WORK EXPERIENCES:-

- Presently working in NK Associates Agency Telecalling (from Feb 2023 to till date)

JOB RESPONSIBILITIES:-

- Preparation of Daily Reports & Estimates.
- Entry and updating of daily documents.
- Arranging meetings to make plans to achieve the monthly target.

STRENGTHS:-

- Sincere and hard working
- Punctuality
- Quick learner & Positive attitude
- Result oriented and can work in any working situation

TECHNICAL KNOWLEDGE:-

- Well versed with MS Office (MS Excel, MS Word & MS PowerPoint).
- Experienced in working on MS Office (MS Excel, MS Word & MS PowerPoint).

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INTEREST & HOBBIES:-

- Making new innovations in work.
- Traveling, Reading Newspapers.
- Listening to music.
- Playing Game's.

PERSONALITY TRAIT:-

- High energy, confident to achieve my goals
- Highly organized and friendly person and able to establish long term positive relationships.
- Multi-tasking

PERSONAL DETAIL:-

Name : Subhasree Mohanty
Father's Name : Biranchi Narayan Mohanty
Date of Birth : 7th May 2004
Marital Status : Single
Nationality : Indian
Religion : Hindu
Sex :Female
Languages Known : English, Hindi, Odia

RESIDENTIAL ADDRESS:-

Kharabela nagar 4th line near Braja nagar kali Temple
Berhampur, Odisha

DECLARATION:-

I do hereby declare that all the information and facts are true and complete to the best of my knowledge and belief.

DATE: - 04.12.2024
PLACE: - Berhampur

SUBHASREE MOHANTY
Signature of the Candidate