

# RESUME

## **SUMAN KUMARI PUN**

### **Address**

AT-TULASI NAGAR 8<sup>TH</sup> LANE  
BERHAMPUR SADAR  
PIN-760001  
CELL NO:+91 7847884668  
EMAIL ID-sumankumari43137@gmail.com



### **CAREER OBJECTIVE**

Whenever and wherever I will work in any organization or unit become a decent and honest persons with full of dedication and zeal and zest. If there would be any opportunity for my origination and me I will grab. I would like to put acquired knowledge in right direction.

### **EDUCATION QUALIFICATIONS::**

<b>Examination Passed</b>	<b>Board / University</b>	<b>Name of School/ College</b>	<b>Division</b>	<b>Year of Passing</b>
<i>10<sup>th</sup></i>	<i>ICSE</i>	ST.JOSEPH'S CONVENT SCHOOL BERHAMPUR	1ST	2021
<i>+2 COMMERCE</i>	<i>CHSE,ODISHA</i>	<i>SBR WOMEN'S COLLEGE</i>	3RD	2023

### **EXTRA QUALIFICATIONS::**

- TALLY COMPLETED.
- PGDCA COMPLETED.

### **WORK EXPERIENCE::**

- 2 MONTH EXPERIENCE IN TALLY CALLING BERHAMPUR.
- 6 MONTH EXPERIENCE IN ACCOUNTING.

### **Strength**

- Smart work, Confident & Disciplined.
- Sense of Responsibility, Commitment & Punctuality.
- Eager to learn and work more.
- Leadership and team work.
- Fast learner.

**PERSONAL PROFILE::**

NAME : SUMAN KUMARI PUN  
FATHERS NAME : BHIM BAHADUR PUN  
NATIONALITY : INDIAN  
DATE OF BIRTH : 16<sup>TH</sup> JULY 2005  
RELIGION : HINDU  
LANGUAGES KNOWN : ODIYA, HINDI & ENGLISH  
SEX/MARITALSTATUS : FEMALE, UNMARRIED  
PERMANENT ADDRESS : AT/PO-TULASI NAGAR 8<sup>TH</sup> LANE,BERHAMPUR-760001

**DECLARATION::**

I hereby declare that all the details furnished are true & accurate to the best of my knowledge. I sincerely fell that working in your organization would help me in fulfilling my cherished goal.

Date:

Place:

Signature