

SWAGATIKA RAJGURU

Laxmi Nrusingh Nagar 1st Line, Berhampur, Ganjam, Odisha
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Career Objective

I aim to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. I aim to utilize my educational background and skills to contribute to the company's success while gaining valuable industry experience. I am eager to grow and develop within a dynamic and progressive environment

Work Experience

- Office Assistants** Royal College of Pharmacy and Health Sciences 2024- Present
- Collect, verify, and update student and staff information in the college database.
 - Convert physical records to digital formats and ensure data security with regular backups.
 - Coordinate with departments for accurate data entry and provide staff training on data management.

Education

- Master of Science in Electronics and tele communication**
Khallikote Unitary University 8.8 CGPA 2022-2024
- Bachelor of Science in Electronics and tele communication**
Khallikote Unitary University 7.70 CGPA 2019-2022
- 12th Science (C.H.S.E Board)**
Mahamayee Mahila H S School ,Berhampur 50.2% 2017-2019
- 10th Board (C.H.S.E Board)**
MAA SARASWATI SHISHU VIDYA MANDIR, 78.5% 2016-2017

STRENGTHS

- Strong ability to analyze data and interact effectively with individuals at all levels.
- Enthusiastic about acquiring new techniques and updating knowledge.
- Proficient in financial analysis and adept at managing risks.
- Skilled in collaborating with teams and demonstrating leadership abilities.

Additional Skills

- Project Management Skills
- Critical thinking
- Negotiation
- MS Office, Internet & Mail
- Communication Skills