

BIODATA

MAHESH MOHANTY

ADDRESS

AT/PO-panigrahi pentho
Sitaram Street,Berhampur
DIST-Ganjam, PIN-760006
MOB-7008927256
Email _maheshmohanty2013@gmail.com

CAREER OBJECTIVE:

To learn, adapt and deliver for the organization with my knowledge with its supportive and cooperative environment.

ACADEMIC QUALIFICATION:

- ‡ 10th (2013) from Kalinga Bidyamandir – 62%
- ‡ +2commerce (2015) from Binayak Acharya college – 47 %
- ‡ +3B.com (2018) from Science Autonomous College (Hinjilicut) - 44%

WORK EXPERIENCE:-

- Community service officer at SATIN CREDITCARE NETWORK ltd.(10 month)
- Admin Assistant at Bajaj Finance ltd (continue)

Profile Summery Admin assistants

PROFESSIONAL EXPERTISE:

- Vendor Management
- Facility / Hospitality Management
- People Safety / Security Management
- Cost Management
- Petty Cash Management
- General Administration
- Asset Management
- Infra Management

MAJOR ATTAINMENTS:

- @ Bajaj Finance Limited – Admin Assistant (Off roll under Team Lease Services Limited)
: 11-January 23 to till date.
- Tracking care of overall 20 Branches in Odisha.
 - Ensuring branch upkeep & hygiene.
 - Sourcing for New Office (Gold and NON-Gold Branches)

PERSONAL INFORMATION

Father's Name : Dandapani mohanty
Permanent address : AT-Sitaram Street, berhampur
Dist- Ganjam , PIN-760006
Date of Birth : 24/05/1998
Gender : Male
Religion : Hindu
Languages Known : English, Hindi, Oriya
Marital Status : Unmarried
Hobbies : Dancing , Traveling

I do hereby declare that all the particulars mentioned above are true.

Place – Berhampur

Date –

(Mahesh Mohanty)