


# SAROJINI GOUDA

B.A , PGDCA



 7008291230

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 City Hospital Square

## PROFILE

I am a qualified and professional administrator with two years of experience in database administration. Strong creative and analytical skills. Team player with an eye for detail.

## SKILLS

- Data Handling
- Strong Communication
- Management
- Handling Clients
- Problem-Solving
- Designing and DTP
- Billing and Finance handling
- Ms-Office
- Data Operating
- Tele calling

## EXPERIENCE

### COMMERCE ACADEMY

Administrative Incharge & DEO  
2023-2024

- Database administration.
- Good Communication skills and tele calling
- DTP work
- Educational institutions and online classroom management

### VIGNAN HIGHER SECONDARY SCHOOL

Administrative Incharge & DEO  
2021 - 2023

- Database administration.
- Good Communication skills.
- Educational institutions and online classroom management

### BERHAMPUR CARDIAC CENTER

Front Desk Manager

2019-2021

- Database administration
- Handling Clients

## EDUCATION

### SECONDARY SCHOOL

Govt. Girls High School , Chatrapur  
2004 -2014

### SENIOR SECONDARY SCHOOL

Govt. Science College, Chatrapur  
2014 - 2016

### UNDERGRADUATION

Khallikote University  
2016-2020

### BACHELOR OF LIBRARY AND INFORMATION SCIENCES

IGNOU  
2023-2024