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# Rojalin Barik

 Edit 9124981763 kujanga , kothiasahi , jagatsinghpur, 754141 (IN) rojalinbarik333@gmail.com

## Professional Summary

Innovative, forward-thinking success in various leadership roles in customer support,Expert in client relationship management (CRM), corporate governance, and change management.

Data entry analyst with more than 1 years of experience leading decision making through improving data entry processes.

lead teams of 5-10 people across technology , business, and banking / corporate departments.

## Skills

data entry operator

banking

c++, html,windows,MS(package),Tally Erp-9

## Employment History

**Data entry operator, BCI. Rashulgarh, ODISHA**

Jan. 2019 - Jan. 2020

Manage and maintain effective records keeping , organizing files to collect information for Maintain regularly scheduled office hours to advise and assist students.futura use.

## Education

**SRI JAGANNATH MAHAVIDYALA NUAGAONHAT, JAGATSINGHPUR, ODISHA**

Bachelor of Science, SCIENCE, Present

**SARALA MAHAVIDYALAYA , RAHAMA, Rahama JAGATSINGHPUR, Odisha**


HIGHER SECONDARY EXAMINATION , SCIENCE, Mar. 2015

**PANCHAYAT HIGHSCHOOL BAGOI, kujang,jagatsinghpur, Odisha**

High school certificate , Apr. 2013

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## RESUME DESIGNS



**James Miller**  
44 Dorsey Ave. West Chicago, IL 60185  
j.miller@gmail.com  
563-458-8742

**Professional summary**

A highly resourceful, flexible, innovative, and enthusiastic project manager. Possessing considerable experience in managing projects from beginning to end, defining the project plan, timeline, scope and executing the analysis before providing detailed recommendations. Having an impressive track record of delivering major operational improvements and of orchestrating people, schedules and resources for optimum productivity, efficiency and quality. Keen to find a challenging position within an ambitious company where I will be able to continue to increase my project management skills.

**Employment history**

**IT Project Manager at Telecommunicado Ltd, Birmingham**  
May, 2017 - Current  
Lead a team of technical staff  
Planning, procuring and execution of projects

**IT Technician at International Mobilities, Birmingham**  
October, 2015 - April, 2017  
Operate and maintain information systems  
Facilitate systems utilization


**Skills**

XHTML  
JavaScript  
CSS  
Virtual Basic

**Hobbies**

Web Design  
Shopping  
Travelling

**Languages**



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