

RESUME

Name: **Ranjita Jena**

Address: AT –Naskarpur , PO-Naskarpur
PS- Bhograi , Dist- Baleshwar
State – Odisha , Pin - 756085

Mob: 91+ 8018612988

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CAREER OBJECTIVE:

- To work in an atmosphere that provides me an opportunity to explore my potential in a way beneficial to the company, the society as well as me . seeking a challenging and growth oriented position in a premier project management organization and to contribute my skill for the development of the organization.

EDUCATIONAL QUALIFICATION:

DEGREE / COURSE	BOARD/ UNIVERSITY	YEAR OF PASSED	PERCENTAGE
High School	B.S.E	2020	56.16%
Intermediate (ARTS)	C.H.S.E	2022	79.83%
B.A	F.M UNIVERSITY	2025	68.8%

COMPUTER SKILLS: -

- ✓ Application: Basic

PERSONAL SKILLS:

- Problem – solving and critical thinking .
- Balancing studies, project or student Activities .
- Quick learner with a positive attitude .
- Strong communication and teamwork abilities.
- Adaptable to new challenges and environment .

EXPIENCE:-

- FRESHER

LANGAGES KNOWN :-

Languages	Read	Write	Speak
English	√	√	√
Hindi	√	√	√
Odia	√	√	√

PERSONAL DETAILS :-

Name : **Ranjita Jena**
Father's Name : Baburam Jena
Mother's Name : Sasmita Jena
D.O.B : 19/12/2003
Gender : Female
Nationality : Indian
Marital Status : Single
Religion : Hindu

Declaration :-

I hereby declare that all the matters furnished above are true and correct to the best of my knowledge and belief.

Date:

Place:

Ranjita Jena

