

Curriculum Vitae

SUBASINI NAYAK

At - Gadala

Po- Rajgharpokhari

Via- Pirahat Bazar

Ps - Nayakanidihi

Dist.- Bhadrak

State-Odisha-756131

Contact No. 9178533555

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CARRIER OBJECTIVE

To work in a challenging environment that best utilizes my skills and provides scope for concerned growth, while being innovative and flexible.

ACADEMIC QUALIFICATION

- Passed **Matriculation** from **B.S.E. Odisha** in the year of 2011.
- Passed **+2 Science** from **C.H.S.E. Odisha** in the year of 2013.
- Passed **BSc.** from **FM UNIVERSITY Odisha** in the year of 2017.

COMPUTER QUALIFICATION

- Completed PGDCA, Tally with DTP

ABILITY

- Able to work Independently.
- Dedicated & Sincere for Work.
- Problem Solving.
- Positive Thinking.
- Willingness to learn.

WORKING EXPERIENCE

- I have Experience in Accountant (Tally), Excel, MS Office 2 years (02nd January 2015 to 15th January 2017) at Shantigiri Abrasive, Bhubaneswar -751025
- I have Experience in Back Office Executive 2 years (18th January 2017 to 01st March 2019) at Regional Medical Technology Institute (RMTI), Bhubaneswar- 751025
- I have Experience in Admin Assistant with Accountant 1 years (15th March 2019 to 01st April 2020) at S&S manpower Specialists, Bangalore – 560100
- I have Experience in Jr. Store Executive 1 years (18th April 2020 to 31st April 2021) at AUSA Medical Device Pvt. Ltd., Bangalore – 560099
- I have Experience in Accountant 2 years (01st May 2021 to 31st August 2023) at SNR Facilities Pvt. Ltd., Bangalore – 560100

HOBBIES

- Surfing internet for new thing learn.
- Visit new place & making new friends.

PERSONAL INFORMATION

- Name : Subasini Nayak
- Father's Name : Maheswar Nayak
- Date of Birth : 08/04/1996
- Sex : Female
- Religion : Hindu
- Nationality : Indian
- Marital Status : Unmarried
- Language Known : Odia, Hindi, English & Kannada

DECLARATION

I do hereby declare that above information is correct & complete to the best of my knowledge & belief.

Date: 01/09/2023

Place: Bangalore


(Subasini Nayak)