

# CURRICULUM VITAE

## **SIPUN SAHOO**

Email id : [ssipun409@gmail.com](mailto:ssipun409@gmail.com)

Mob No : 7855099955, 9078048471, Whatsapp No: 9078048471

Permanent Address : At-Jodagadia, Po-Kupari, Via-Kupari,  
Dist-Balasore, Odisha, 756059



### **Personal Details:**

Father's Name : Rabindra Sahoo

Mother's Name : Kaushalya Sahoo

Date of Birth : 27/02/2002

Gender : Male

Nationality : Indian

Religion : Hindu

Marital Status : Un-Married

Language Known: Oriya, Hindi & English

Hobbies : Playing Cricket

### **Work Experience:**

Nil

### **Career Objective:**

Obtain a responsible position in an organization with the best capabilities, skills and knowledge.

### **Computer Skills:**

- MS Word
- MS Excel
- Power Point
- MS Access

### **Clerical Skills:**

- 50 words/minute
- Fast and accurate Typing capabilities

### **Communication Skills:**

- Eloquent
- Articulate
- Public speaking

### **Customer Service Skills:**

- Prompt Service
- Courteous
- Establishing rapport with customers/clients

### **Internet Skills:**

- Efficient Surfing/ Browsing Skills
- Email Applications

### **Academics Qualification:**

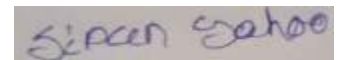
EXAM PASSED	NAME OF Insti./School/College/University/Board	Year of Passing	Percentage Of Mark	Division
H.S.C	KUPARI HIGH SCHOOL BALASORE	2018	55.16	2ND
+2 ARTS	D K MAHATAB COLLAGE KUPARI, BALASORE	2020	35.00	3rd
+3 ARTS	D K MAHATAB COLLAGE KUPARI , F M University, BALASORE	2023	67.58	1st
PGDCA	KENSOFTEducation BBSR	2020	84	1st

### **Declaration**

I do hereby declare that the above details are true to the best of my knowledge and belief.

Date: -

Place: -



Signature of Candidate