

Miss.Monalisa Mohanty

I.T.I, Shantinagar,

Near-ESIC Model Hospital

Email:mohantymonalisa14@gmail.com

Mob: - +91 7790016598

**CAREER OBJECTIVE**

To apply my knowledge and potential, putting my sincere efforts and hard working to gain expertise in the chosen field, keeping in view personal as well as organizational growth. To make contribution to the organisation to the best of my ability and to develop new skills share my knowledge while interacting with others and achieve new height

EDUCATIONAL QUALIFICATIONS

- 1year DCGC (Diploma course in Guidance & Counselling) course from Regional Institute of Bhubaneswar under NCERT
- 3 Months of Internship at Prashanti Nursing Home, Rourkela as a counsellor.
- PG in Psychology from Govt. Autonomous College, Rourkela under Sambalpur University.
- Bachelor in Science (PCM with CHEM Hons.) from Govt. Autonomous College, Rourkela under Sambalpur University in 2017. (52.67%)
- Passed Class 12th in the Science stream from Naidu Science College, Rourkela under CHSE, Odisha, 2014. (69%)
- Passed 10th from Govt High School, Uditnagar Rourkela under BSE, Odisha, 2012. (83%)

WORK EXPERIENCE

Pastly Working in SMS ASIA Private Limited (1st August 2017 to 10th December 2021) (As a Back Office Executive)

Roles & Responsibilities:

- Maintaining Order sheet of Parties of Product and its Enquiry
- Sending Product Quotation and Inspection of Material
- Making Performance Invoice of Purchase Order
- Drafting of Official Letter

Package : 1,80,000/- PER ANNUM

COMPUTER KNOWLEDGE

- Having Substantial Knowledge in Microsoft Package 2007(PGDCA)
- Tally ERP -9

EXTRACURRICULAR ACTIVITIES & HOBBIES

- Acting
- Singing
- Reading Novel

PERSONAL DETAILS

Father's Name	: Bijay Kumar Mohanty
Mother's Name	: Pravati Mohanty
Date of Birth	: 06/06/1997
Age	: 20
Sex	: Female
Marital Status	: Married
Nationality	: Indian
Languages known	: Hindi, English, Odia

DECLARATION

I hereby declared that the above-mentioned information is true and correct to the best of my knowledge and belief.

Place:-Rourkela
Date:- 24.02.2022

Monalisa Mohanty