

RESUME

MONALISA SAHOO

Sri Venkateswar Nilaya
3G Homes Crimson Layout
4th Cross, Thirumala Bakery
Bangalore-560067
Mob: 6370862776,8984255517
Email: monalisa18984@gmail.com

Objectives:

To be a part of an organization with a co-operative environment to develop my skill and the progress of the organization as well as my personal growth.

Basic Academic Qualification :

Qualification	School/College	Board/Univarsity	Pass out year	Percentage
Matriculation	Gadadhara high School, Puri	BSE, Odisha	2015	58%
PUC	Govt. Women's college, Puri	CHSE, Odisha	2017	50%
BA	S.C.S (Auto) college, Puri	Utkal university	2020	50%
PGDCA	NIITS	NIITS	2018	84%

Work Experience:

I am working in Conduent Business Services India LLP as a Transaction Processor from 23rd Sept 2021 to till date.

Languages Known:

- English
- Hindi
- Odia

Personal Attributes:

- Active listening
- Ms Word
- Ms Excel
- Flexibility
- Problem Solving
- Patient
- Ability to learn and teach
- Good communication skills
- Always willing to work hard, intellectual skill and look for the growth of company.

Personal Details:

Name	: MONALISA SAHOO
Father's Name	: Balabhadra Sahoo
Mother's Name	: Sarojini Sahoo
Permanent Address	: At/Po-Puri (M), Baseli sahi, Pin -752001, Odisha
Date of birth	: 03-11-1999
Sex	: Female
Religion	: Hindu
Nationality	: Indian
Hobbies	: Listening Music, watching movies

Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge.

Thanking you,

Date:

Yours faithfully

Place: Bangalore

Monalisa Sahoo