

Curriculum Vitae

SWARUP KUMAR DAS

AT-KUMHAR SAHI
PO-KHARSAWAN
DIST-SERAIKELLA-KHARSAWAN
(JHARKHAND), PIN-833216
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OBJECTIVE

Seeking a position which gives me enough opportunity as well as responsibility to showcase my technical skills for the wellbeing of the Department/organization.

Personal Information

Father's Name : SHISHIR DAS
Mother's Name : BINOTA DAS
Date of Birth : 28/01/1993
Sex : MALE Religion : HINDU
Hobbies/Interest : MUSIC, INTERNET & COMPUTER LEARNING
Languages Known : ENGLISH, HINDI, ORIYA



EDUCATION

EXAM NAME	BOARD/UNIVERSITY	PASSING YEAR	DIVISION	MARKS	PERCENTAGE
MATRIC	JAC,RANCHI	2008	2 ND	225	45
INTER (I.Sc)	JAC,RANCHI	2011	3 RD	219	43.8
GRADUATION (B.SC)	KOLHAN UNIVERSITY CHAIBASA	2015	2 ND	608	50.67

Experience

- ❖ Have been working since 2013 as a Computer Operator – cum – Coordinator in Block Office Kharsawan.

Computer Skills

- ❖ Windows OS, Microsoft Office (2007, 2010, 2013) (Word, Excel, Power Point, Access, etc), Internet Technology, Photoshop, Page Maker, etc.

Technical Qualification

- ❖ Diploma in Computer Application "DCA"

Additional Skills

- ✓ Hindi typing (in computer)
- ✓ Good Communication Skills and
- ✓ Good Observing and Analyzing Capabilities
- ✓ Xerox, Fax, paper binding, etc handling

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