RESUME

Name- Pragyanrani Swain

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Mobile Number- 7008632439

CAREER OBJECTIVE:

To associate myself with an organization to which I can give my best and which offers me an opportunity to continually grow and learn every day.

BASIC ACADEMIC QUALIFICATION:

- MBA (FINANCE AND HR) from NM Institute of Engineering and Technology.
- Graduated in B.Com from Ravenshaw University.
- Intermediate from Ravenshaw University.
- Schooling from Board of Secondary Education.

IT SKILLS :

- **Microsoft Word Office, Microsoft Office Excel, Microsoft Office PowerPoint, OS-CIT (Odisha State Certification Course in Information Technology)**

   Duration:1year (2016-2017)
- **Tally ERP 9.0**

   Duration: 6 months

TRAINING:

1. **Attend GTT Training which was held in our college.**
Duration: 7 days

   Outcomes: Know About
- How to convert Simple Goal to Smart Goal?
- 3V's Communication and Types of Trust and how to use it?
- How to manage the Team?
- What is SWOT Analysis?

2. **Participated 7 days course of Financial Markets in Shine Project.**
Duration: 7 days

   Outcomes: Know About
   - What is Mutual Fund?
   - What is Share Market?
   - What is Mutual Fund ?
   - What is Banking Concept?

3. **Company: Lega Source**
Duration: 2 months

Outcomes: Know About

- **Goods and Services Tax(GST), Food Safety and Standard Authority of India(FSSAI),PAN,UIDAI, CLRA (Contract labor Regulation and Abolition), Trade license**

Duration: 2 months

PERSONAL SKILLS:

Problem Solving, Team Work, Customer Service Skill and Team work skill.

EXTRA CURRICULAR ACTIVITIES:

- Participated in college paper presentation.
- Organized events in college fest like Fresher's And Farewell Party.
- I have actively participated in Dance Program like odissi modern in nationally and also I am declared as a Best Guide in my Schooling.
- In leisure time I love to teach kids.

PERSONAL DETAILS:

Father's Name: Paresh KumarSwain

Mother's Name: Puspa RaniSwain.

Date of Birth-05/05/1999

Language Known- English, Hindi and Odia

Nationality: Indian

Date: **Pragyanrani Swain**

Place: