

Curriculum Vitae

SHYAMLENDU DASH

AT-BAZAR 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 : SUVENDU KUMAR DASH
Mother's Name : JYOTSNA DASH
Date of Birth : 30/04/1988
Sex : MALE Religion : HINDU
Hobbies/Interest : GARDENING
Languages Known : ENGLISH, HINDI, ORIYA



EDUCATION

| EXAM NAME | BOARD/UNIVERSITY | PASSING YEAR | DIVISION | MARKS | PERCENTAGE | REMARK |
|------------------|-------------------|--------------|-----------------|-------|------------|--------|
| MATRIC | JAC,RANCHI | 2004 | 1 st | 353 | 71.2 | |
| INTER (I.Sc) | JAC,RANCHI | 2006 | 2 nd | 225 | 45 | |
| GRADUATION (B.A) | RANCHI UNIVERSITY | 2010 | 2 nd | 397 | 49.63 | |

Experience

- ❖ Have been working since 2014 as a Computer Operator in Block Office Kharsawan.

Computer Skills

Windows OS, Microsoft Office (2007, 2010, 2013) (Word, Excel, Power Point, Access, etc), Internet etc.

Technical Qualification

1. 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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