

## RESUME

**SUBRAT PATNAIK**

E-mail: [subratpatnaik11@gmail.com](mailto:subratpatnaik11@gmail.com)

MOB: 9348269107

Plot No.1288, Opposite Indira Maidan

Nayapalli, CRP, Square

Bhubaneswar, Odisha



### **SELF SKETCH:**

Intend to build a career in a hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

### **EDUCATIONAL QUALIFICATION:**

- Completed B.Sc. (IT) under KUVEMPU UNIVERSITY , Karnataka.
- 12<sup>th</sup> from Jupiter + 2 Science College, under Council of Higher Secondary Education, Odisha.
- 10<sup>th</sup> from Stewart School, under Indian Council of Secondary Education, Odisha.
- Completed computer course conducted by Odisha State – Certificate in Information Technology (OS-CIT) in the month of April 2015 with 77.63 Percent Marks.

### **SKILLS:**

- Operating Systems : Windows XP/7/8
- Application Package : MS Office 2007/2010

### **WORK EXPERIENCE:**

1. Successfully worked in Office of the Comptroller of Accounts as Computer Assistant sponsored by IPAI Odisha Chapter Bhubaneswar.
  - (i) Classification of Transactions.

- (ii) Watching Progressive Expenditure of Budget Provision.
  - (iii) Computing Arrear Pension.
2. Successfully worked as Computer Programmer in the office of the A.G (A&E), Odisha, Bhubaneswar sponsored by NIC.
- (i) Programming Staff Salary, Periodical increments, Additional D.A doses, Retirements.
  - (ii) Pensionary benefits as per Prevailing Rules.
  - (iii) Programming Loans and Advances and interest accrued thereon.

**PERSONAL PROFILE:**

Date of Birth : 4<sup>th</sup> October 1986

Father's Name : Mr. Dhruba Ram Patnaik

Mother's Name : Mrs. Mamata Patnaik

Sex : Male

Caste : General

Marital Status : Unmarried

Language Known : Odia, Hindi, English

Nationality : Indian

Residence : A Resident of Plot No. 1288, Opposite Indira Maidan, Bhubaneswar.

**DECLARATION**

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

Date: 04/01/2021  
Place: Bhubaneswar

Subrat Patnaik  
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