**Name:– Rudranarayan Nayak**

**Phone:- 8260604858**

**Email ID:-** [**rudranarayann00@gmail.com**](mailto:rudranarayann00@gmail.com)

**Bangalore, Karnataka**

# CAREER OBJECTIVE

To build a progressive career in a reputed organization where I can apply my data management, customer service, and documentation skills to contribute to the company’s success while continuously learning and growing professionally.

**Professional Experience**

Data Entry Operator

*Epsumlabs Pvt. Ltd. | Bhubaneswar Duration: 7 months*

* Performed accurate and efficient data entry and data verification tasks.
* Maintained documentation records and organized electronic files.
* Ensured timely processing and submission of assigned reports.
* Worked closely with the operations team to streamline data flow and accuracy**.**

# ACADEMIC QUALIFICATION

* + Passed BSc from Utkal University in 2023.
  + Passed 12th (Science) from CHSE, Odisha in 2020.
  + Passed 10th from BSE Odisha in 2018

**Key Skills**

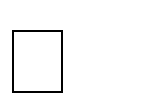
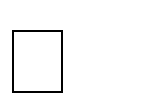
* Data Entry & Documentation
* MS Office (Excel, Word)
* Communication & Interpersonal Skills
* Customer Service & Client Support
* Problem Solving & Decision Making

# STRENGTH FACTOR

Adaptable to new environments and tools Committed and self-driven professional.

# HOBBIES AND INTEREST

**Traveling to new places Listening to music**



# DECLARATION

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

Place:Banglore,Karnatak ( Rudranarayan Nayak )