



SUJITAKUMAR PATHY

DOCUMENT CONTROLLER

CONTACT

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pune

EDUCATION

2016 - 2019

BHANJA BIHAR UNIVERSITY,

BERHAMPUR

- B.sc with 74%

2014-2016

SCIENCE COLLEGE(AUTONOMOUS),

HINJILICUT

- 12th with 68%

2014

MAKARAJHOLA HIGH SCHOOL, With 80%

SKILLS

- Document Management System(DMS)
- Attention to Detail
- File Conversion
- Time Management
- Software Proficiency:Microsoft OfficeSuite(Word,Excel,PowerPoint)
- organizational skill
- Technical Writing
- Problem-Solving
- Manual Testing
- Functional Automation Testing

LANGUAGES

- English
- Hindi
- odia

PROFILE

Looking for Document Controller position in a reputed organisation which gives me an opportunity to exhibit my skill and giving scope for career growth

INTERN

Company Name: Mahaveer PVT,(Berhampur,Odisha)

- Assisted in organizing and maintaining electronic and physical document files
- Performed data entry tasks to update and maintain accurate records
- Supported document control process and workflows

STRENGTHS

- Flexibility and Adaptability to work in any environment
- Willingness to accept any challenge irrespective to its complexity
- Dedicated and willingness to learn any new technology
- sincere and self confident
- Good team player and positive attitude

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief