

Curriculum Vitae

Barsarani Sahu

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CAREER OBJECTIVES

I would like a career that gives me rich exposure through diverse assignment and working with people of high calibre. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

ACADEMIC QUALIFICATION

- Master Of Business Administration in Financial Management From D.D Autonomous College , Keonjhar, Odisha ,2018-2020(percentage-80%)
- Completed Bachelor Of Arts From Mahapat Mahavidyalaya, Janghira,Keonjhar (Percentage-59%)
- Completed 12th (CHSE) From Mahapat Mahavidyalaya Janghira, Keonjhar (Percentage-57%)
- Completed 10th (BSE) From Mahapat High School Janghira, Keonjhar (Percentage-59%)

TECHNICAL QUALIFICATION

- Operating Systems: **Window 7,Window 8/8.1/10**
- Databases: **Microsoft Office (Word, Excel And PowerPoint)**

SUMMER INTERNSHIP

Final Project: Performance Evaluation of Mutual Funds in India

- Company: Ventura Securities Ltd.
- Duration: Six Weeks And Three Days (45days)
- Period: 28th May 2019 to 13th July 2019

WORK EXPERIENCE

- ❖ Worked as a **Front Office Executive** at Utkal Hyundai (Automobile) Pvt.Ltd ,keonjhar (Sales) –since July20-Dec20.

Responsibilities:

- Customer Service
- Data Entry
- Tele Calling
- Create And Maintain Updated Documents And Spread Sheets
- Organize Bookkeeping And Issue Invoices/Checks
- Oversee Sorting And Distribution Of Incoming Mail

- ❖ Currently working at **Bandhan Bank** as a sales executive since-january-2021

PERSONAL INFORMATION

Father Name : Bipin Bihari Sahu
Gender : Female
DOB : 18/06/1996
Languages Known : English, Hindi, Odia
Address : Janghira, Keonjhar, Odisha,758079
Interests : Reading, Music

DECLARATION

I hereby certify that whatever has been mentioned above pertain to my personal consent and is in accordance with my virtues and deliberations.

Place: Keonjhar

Barsarani Sahu

Date: