

RESUME

**BISWAJIT DASH**

C/O- SARASWATI SUSHARI
AT- NANDAPARA, SUSHARI LANE
PO- JHARUAPARA
DIST-SAMBALPUR
STATE-ODISHA
PIN-768001

E-MAIL: 007biswajitdash@gmail.com
MOB: 9937102309

OBJECTIVE

To achieve time to time better professionalism in better work environment, Where my knowledge and sagacious of administration activities, good interpersonal skill and indefatigable approach towards work would be expose to gain expertise knowledge.

QUALIFICATION

- B.Com completed from NETAJI SUBASH CHANDRA BOSE college sambalpur on May 5th 2012 under SAMBALPUR UNIVERSITY

EXTRA QUALIFICATION

- Tally Training (EES 6.3) & also very much familiar with ERP 9
- Post Graduate Diploma In Computer Application (PGDCA)

WORK-EXPERIENCE (6yr.)

1- Worked at the Branch-office of DTDC INTERNATIONAL COURIER & CARGO LTD. sambalpur as Operation/MIS Executive. (2015-AUG to 2017-OCT)

2- Worked at NIKI CONSTRUCTION & TRANSPORT PVT LTD as Accounts-Assistant. (2017-NOV to DEC-2018)

3- Worked at HOTEL NIIKI as Accountant. (JAN-2019 to DEC- 2020)

4- - Presently working at JK TYRE DEPOT as Accountant.

STRENGTH

- Hard working and good communication, responsible & reliable
- Quick learner & ability to handle critical situation

SKILLS

- MS Office, MS Excel, MS Word, MIS, TALLY ERP 9, SAP HANA(SD), Data Entry

EXTRACURRICULAR ACTIVITIES

- Started an NGO i.e “MAA LIMSARIAN YUBAK SACHETANA SANGHA” on 1ST JAN 2012 with the cooperation of friends for the educational upliftment of our society.

PERSONAL DETAILS

NAME- BISWAJIT DASH

FATHER'S NAME- SANDIP KUMAR DASH

D.O.B- 3RD MAR.1990

SEX- MALE

MARITAL STATUS- SINGLE

NATIONALITY- INDIAN

RELIGION- HINDU

HOBBIES- HANGING OUT , LISTENING MUSIC & PS2

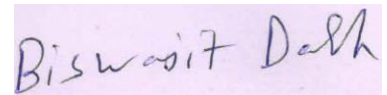
LANGUAGE KNOWN- ENGLISH, HINDI & ORIYA

DECLARATION

I do here by declare that the information furnished above are true and correct to best of my knowledge and belief.

PLACE- SAMBALPUR

DATE-



(SIGNATURE)