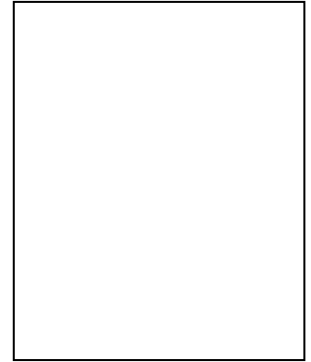


RESUME

SARBESWAR DAS

Address:

VANIVIHAR INDUSTRIAL ESTATE COLONY
NEAR VANI VIHAR RAILWAY STATION
BHUBANESWAR-751006
Email Id:- **eswardas35@gmail.com**
Mob : + **91-9831419308**



CAREER OBJECTIVE:-

To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills in the area of providing services and be a part of the team that excels in work towards the growth of the organization and gives me a satisfaction thereof.

EDUCATIONAL QUALIFICATION:-

GRADUATE (from Berhampur University, Odisha, 2004)

TECHNICAL QUALIFICATION:-

- DCA
- PGDCA
- TALLY
- STENOGRAPHY

HOBBIES:-

- Cooking Food
- Reading News Paper
- Research for new things

SKILLS:-

- Good communication skill
- Optimum sense of responsibility
- Punctuality
- Hard working & Quick Learning.
- Team Management

ATTRIBUTES:-

- Sincere.
- Good convincing ability.
- Friendly attitude.
- Punctuality & Hard Working

WORKING EXPERIENCE:-

- 5- Years experience in Administrative section as a Sr.Aministrative in FMCG/F&C Distributor & Gem Industry in Govt Tender Sector since 2016-2021..... till.
- 1- Years experience as Accounts Executive & Sales Support Supervisor in Logistic sector (2015-2016).
- 3- Years experience in Front & Back Office Executive, House Keeping Supervisor in Hotel & Hospitality Industry. (2012-2015).
- 3-years experience in Bank Project , Team handling and Team Leader in Banks & Insurance sector (2009-2012)

PERSONAL DETAILS:-

Name	: Sarbeswar Das
Father's Name	: Somanath Das
Mother's Name	: Bhanumati Das
Date of Birth	: 24 th November 1983
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Religion	: Hindu
Language Known	: Odia, Hindi , Telugu & English
Present Address	: Vani Vihar Industrial Estate Colony, Nr.Vani Vihar Rly. Satation, Vani Vihar, Bhubaneswar, Odisha
Permanent Address	: At/Po- Chikiti Gada, Gundicha Mandap Street, Chikiti Gada, Dist-Ganjam, Odisha, PIN-751001

DECLARATION:-

I do hereby declare that all the information and facts reported in the application are true to the best of my knowledge and belief.

Date:

Place:

(Sarbeswar Das)