

RESUME

SURAJ KUMAR DAS

C/O: MADHUSUDAN DAS

PHONE NO. 7504040702

EMAIL:skdas725@gmail.com



CAREER OBJECTIVES

A strong positive self-image and successful career and to work in a challenging environment requiring constant development of fresh skills and to utilize my existing skills to the maximum.

PEN PICTURE

I have capability to take any responsibility and complete the given work successfully and able to work in an 8*7 work environment. I am also comfortable working with teams.

WHAT I CAN OFFER TO THE ORGANISATION

- Manage Customer: My good listening skills coupled with an effective client interaction and negotiation capabilities help me to analyze customer requirements.
- Manage Requirements: My Computing skills baked up with strong documentation skills enable me to manage all client requirements accurately at the levels of business requirements.
- Manage Development: My thorough understanding of the customer requirements along with my working skills help me to manage my customers in maintaining trace ability from business requirements to train executives about the business in the organization for overall growth.

Academic Qualification

SL NO	EXAMINATION PASSED	BOARD /UNIVERSITY	NAME OF INSTITUTION	YEAR OF PASSING	% OF MARKS
1	MBA	BPUT	IMIT,CUTTACK	Pursuing	--
2	B .COM	UTKAL UNIVERSITY	EKAMRA DEGREE COLLEGE	2016	51.0
3	12TH	CHSE	MAHARISHI COLLEGE	2013	52.5
4	10TH	BSE	SRI AUROBINDO SCHOOL	2011	67.1

Technical Qualification

- Completed P.G.D.C.A from NICE Institute , Bhubaneswar
- TALLY ERP 9.2

STRENGTHS

- Having ability to perform any task given in better way.
- Self-confidence. Adequate knowledge in Ms. Word, Excel, & PowerPoint.
- Dedication towards my job.

HOBBIES

- Creative work
- Making Friends

PERSONAL INFORMATION

DATE OF BIRTH:20.06.1996

SEX:Male

NATIONALITY:Indian

MARITAL STATUS:Un- married

LANGUAGE KNOWLEDGE:English,Hindi, Odia

ADDRESS:Room no-02, plot n0 -722, Choudhury building, laxmisagar, bbsr, Odisha-751006

DECLARATION

I hereby declare that all the statements furnished in these curriculum vitae are true to the best of my knowledge and belief.

DATE:

Suraj Kumar Das

Place: BHUBANESWAR