

Chinmayee Barik

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To hold up a position through punctuality and dedication where my knowledge of management and communication skills can be used as the key focus. To accomplish my responsibilities towards the fulfillment of the organizational goals and to improve my understanding through challenging work experiences in this competitive era.

ACADEMIC PROFILE:

Degree/Qualification	Institute	Board/ University	Year of passing	Aggregate %/ CGPA
Post-Graduation	MPC Autonomous College, Baipada	North Orissa University	2020	68
Graduation (Economics Hons.)	Kuntala Kumari Sabata, Balasore	FM University	2017	49.5
Intermediate (12th)	FM College, Balasore	CHSE	2014	60
High School (10th)	Nilasundar Jew High School, Sundarpur	BSE	2012	69.5

TECHNICAL SKILLS:

Operating system	Windows XP/7/8.1/10
Microsoft Office	Word, PowerPoint, Excel
Other skills	Photoshop (Editing)

CERTIFICATIONS:

- **POSTGRADUATE DIPLOMA IN COMPUTER APPLICATION(PGDCA)** 03/2017 – 10/2017
Gained good knowledge in Computer science with technical, professional and communication skills.
- **CERTIFIED IN SPOKEN ENGLISH** 03/2018 – 07/2018

AWARDS / RECOGNITIONS:

- Participated in College Level Teaching Programme
- Participated in Marathon named “Run for Unity”.
- Participated in Science Olympiads.
- Participated in Loins’ Club Art competition

PERSONAL DETAILS:

- Date of birth : 25th Mar 1997
 - Gender : Female
 - Nationality : Indian
 - Marital status : Single
 - Languages known : English, Hindi, Odia, Bengali
 - Hobbies : Reading, Listening Music, Badminton, Internet Surfing
 - Interests : Travelling, Photography
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DECLARATION:

I hereby, declare that the information furnished above is true to the best of my knowledge.

Date : 01/01/2021

Signature : Chinmayee Barik