

## **SANJIT KUMAR DHAR**

Dhanupali, Sambalpur (Odisha)

Email: sanjitdhar18@gmail.com

Mob No. 9090013215, 7682826830

Date of Birth: - 18th April 1986

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### **Value Profile:**

- Have the tenacity to patiently work through an area, for archiving result also can take initiative, work under pressure and balance multi-task assignment.
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### **Personality traits:**

- **Creative**
- **Friendly & Dedicated**
- **Hardworking**
- **Good communication**
- **Take pride in delivering quality work**
- **Lifetime motto: true labor has no substitution**

### **Educational Qualification:**

<b>Year</b>	<b>Institution/ University</b>
2008	B.Com, Sambalpur University
2004	+2, C.H.S.E
2001	10TH, H.S.E

**Professional Qualification:**

Name of the Examination	Name of the Board/ University	Year of Passing	Marks		% of Marks
			Max.	Obtained	
PGDCA	NICET	2011	800	654	81.75
'O' Level	DOEACC	2012	600	354	59.00
OSCIT	OKCL	2015	800	791	98.99

**Experience:**

Sl No.	Post Held	Name of the Organization	Duration	Experience
1	Clerk	Odisha Water Supply & Sewerage Board	01.04.2021 to 31.08.2021	0.4 yr
2	DEO	Atharv conserve pvt. Ltd	23.03.2017 to 04.08.2019	2.5 yr
3	Data Entry Operator	Kendriya Vidyalaya, Deogarh	04.02.2016 to 31.01.2017	1yr
4	School Co-ordinator	Govt. High School, Burla	21.04.2014 to 21.09.2015	1.6yr
5	Computer Operator	OSL Pvt. Ltd	20.05.2011 to 18.05.2013	2 yr

**Computer Knowledge****SOFTWARE:**

- Operating System : Windows XP, 98 & Windows-7
- Office Suite : Ms Word, Ms Excel, Ms Power Point,
- Others : Internet Access, E-mail, download  
Internet & web Design, 'C', C++, Tally

**WAREWARE:**

- Assemble the computer system like CPU, Monitor, Printer, Scanner, Routers all the Peripheral Devices.
- Update existing computer equipment so that it will work with new software

**Achievements: -**

- Got prizes in sports in school and college level competition.
- Participating in various extracurricular activities in school level.

**Personal Profile:**

Father's Name:	Mr. LAMBODAR DHAR
Nationality:	Indian
Marital Status:	Unmarried
Language known:	English, Hindi, and Oriya.
Address/permanent:	Putibandh [Schoolpada] Dhanupali, Sambalpur Odisha Pin: 768005

**Declaration**

I do hereby declare that the information and enclosures submitted here with are true and correct to the best of my knowledge and belief.

**Place: Sambalpur**  
**Date: 27.10.2021**

**Signature of Candidate**

**Thanking you**