 **Sarmistha Tripathy**

**Email:sarmisthatripathy29@gmail.com**

**Mobile: 7978053081**

**CAREER OBJECTIVE**

Seeking an entry-level position in a globally respected Company and to achieve the objectives of the company with Honesty and Fairness whereby I can utilise my skills, abilities and potentials to the optimum.

**WORK EXPERIENCE**

* Worked as a Facility Management staff at GRE from April 25th 2018 to 9th Dec 2018 in American Express.
* Main concern is to maintain the whole building and the satisfaction of each employee.Here we have to handel all the buildings under JAPA region.
* We are the main and central Facilities Helpdesk of JAPA.
* Have to do multiple works like pick up the call of every employee of any building to listen their problem patiently, raise ticket on basis of employee’s issues
* Resolving the issue as soon as possible and then only close the ticket.
* Normally I raise a ticket on basis of employee’s mail.
* Main aim is to resolving the issues of AMEX employees under JAPA region.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **College/Institutes** | **Stream** | **Board/ University** | **Year** | **Aggregate** |
| B. Tech | KISD,Patia (Bhubnashawar) | Electronics & Telecomunication | BPUT, Rourkela | 2013-2017 | 67% |
| +2 | Royal College Of Science & Technology,BBSR | Science | CHSC | 2013 | 59.9% |
| 10 | Govt Girls’ High school,Odisha | - | AHSC | 2010 | 81.66% |

**PROJECTS UNDERTAKEN**

* Minor :- Smart Note Taker
* Major :- IR Remote Based Home Automation

**TECHNICAL SKILLS**

* **C language**
* **MS Word**
* **Excel,**
* **C++ .**

**STRENGTH**

* Ability to learn Quickly.
* Self -Confident & Hard Working.
* Good Communication Skills.
* Can work effectively in team.
* Have good inter-personal skills.

**HOBBIES**

* Dancing
* Gardening
* Home decor

**PERSONAL DOSSIER**

**Date of Birth :**  29/11/1995

**Father’s Name :** Tapan kumar Tripathy

**Permanent Address :** At/po- Rameshwar,Via-jankia,Dist- Khurdha, Odisha-752019

**Present address :** Adibashi Sahi, back side of Collector Office, Konark Nagar, Khurdha -752050

**Nationality :** Indian

**Languages Known :** English, Hindi, & Odia

**DECLARATION**

**I do hereby affirm that the above furnished information’s are true and correct to the best of my knowledge and belief and proof of which will be produced on demand.**

**Sarmistha Tripathy**