**MY RESUME**

**RITESHNA PRASAD SAHA**

**C/o- Rambabu Prasad Saha**

**At- Gopalmal**

**Po- Budharaja**

**PS- Ainthapali**

**Dist – Sambalpur**

**Pin- 768004**

**Mob- 8457031028**

**Mail- riteshnap@gmail.com**

**CAREER OBJECTIVE**

***To work for organisation which provide me the opportunity to improve my knowledge to grow along with the organisation’s objective***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Board /**  **University** | **Year of**  **Passing** | **Percentage** |
| **10th** | **CBSE** | **2016** | **6.8** |
| **+2 COM** | **GANGADHAR MEHER UNIVERSITY,SAMBALPUR** | **2018** | **48** |
| **B. COM** | **SAMBALPUR UNIVERSITY** | **2021** | **67.3** |

**Work Experience**

* **Handled record keeping for regular tranding activities in the company.**

**COMPUTER**

* **PGDCA**
* **TALLY**

**RESPONSIBILITIES**

* **Use opportunities to prove myself better from others.**
* Quite **enthusiastic and eager to learn new skill.**
* **Ability to solve any type of problems, according to the situation.**

**PERSONAL SKILLS*:***

* **Hard working ability in any condition, any situation**
* **Spontaneous and quick decision making ability.**
* **Good Communicator & Multitasker.**

**STRENGTH**

* **Self -confidence.**
* **Punctuality.**
* **Honesty.**
* **Learn from the mistakes.**
* **Optimist outlook.**
* **Acceptance of the reality**.

**PERSONAL PROFILE**

* **Date of birth : 07/12/2000**
* **Nationality : INDIAN**
* **Religion : HINDU**
* **Category : GENRAL**
* **Gender : FEMALE**
* **Marital Status : UNMARRIED**
* **Language Known : ODIA,HINDI,ENGLISH**

**Certification / Declaration**

***I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge.***

**Date: Signature:**