**SHILPA PATNAIK**

**(Hearing impaired)** Qtr. B/3, Institute of Physics,

Sachavalaya Marg,Po: Sainik School, Bhubaneswar, Odisha- 751005

**Email id:shilpabehera12@gmail.com**

**Contact No: 9620644046(SMS only)**

**Objective**

I am a hardworking, methodical and driven individual with more than 2 years of experience in the Data Entry field and with the ability to input and manage data accurately with great speed and in high volumes.

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| **Profile Summary** |

* 2 year of experience with Icert Global Learning Limited..
* Diverse experience in reviewing requirements, handling customer accounts, etc.
* Handsome experience in Excel calculations- Vlookup, Sumifs etc.
* Outstanding typing Speed of More than 30 WPM.
* B.com under Kolhan University.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Institution** | **Board/University** | **Year of Passing** | **Percentage** |
| B.com | Ghatsila Colledge | Kolhan University | 2012 | 52.25% |
| 12th | V.B.ChinmayaVidyalaya  Jamshedpur | Central Board of Secondary Education | 2009 | 55% |
| 10th | V.B.ChinmayaVidyalaya  Jamshedpur | Central Board of Secondary Education | 2007 | 48% |

**Experience**

**Lead Generation Executive, Icret Global Learning Private Limited.**

* + 12 September 2012 to November 2016

**Description:**

1. This position is responsible for processing Internet URL through email address
2. Working as part of a team in a busy office environment processing, cleaning and then

imputing data.

1. Accurately entering the busied names, addresses and financial details of on businesses and individuals.

**Highlights**

* Received the SUMMIT AWARD for being the performer in all 1 year at Icert Global Learning Pvt. Ltd.
* Got an Appreciation from the Client, Virgin Media Systems, for successfully processing and for excellent handling of products.

**Technical Qualification**

* Mastery of Microsoft Office Programs like MS Word, MS Excel
* Familiar with many Internet Applications.
* Typing Speed – More than 30 WPM
* I had done in NIIT Computer Course

**Strengths**

* Adaptable to various situations.
* Confident and positive.
* Positive attitude with hard work.
* Ability to grasp and learn new concepts quickly.
* Good Analytical and Technical skills.
* Target Oriented and Trustworthy.
* Ability to work in a team as well as independently.

**Personal Profile**

Father’s Name :Amarendra Patnaik

Spouse Name : Jyoti Ranjan Behera

Gender : Female

Marital Status : Married

Nationality : Indian

Hobbies : Cooking, Watch TV with Channel

Language Known : Hindi, English

**Declaration:**

I here declare that the information mentioned above is true and fair to my knowledge

Place: Bhubaneswar

Date: 16/6/2019