CURRICULUM VITAE

SAMIR KUMAR MAJHI

E - Mail ID –samirkumar072@gmail.com

Mobile No – 7750086559,7008245122

**OBJECTIVES:**

To work in an organization to contribute efficient best of my abilities to help in the growth of the organization to attend its objectives and learn new tools and techniques to be able handle work challenging situations.

**KEY SKILL:**

Office management, Office Co - ordinations, Employee Relations, Statuary Complains, Lessoning work. Exploit my skill as well as knowledge to growing tandem with the vision of the organizations.

**RESPONSIBILITY:**

1. Reporting to our higher authority any statement and any incident by SMS of the related work.
2. Handling the Account, Cash management, Banking work, DDM office work and Payments.
3. Inquiry the work of organizations and controlling the corruption.

**STRANTH:**

My strength lies in my never fading confidence. I believe in group activities, more ever I committed to work the extra mile to achieve new technique and knowledge.

**PROFESSIONAL QUALITY:**

1. Punctuality is best quality in my professional life. I co-operate with our staffs good behaviour and relation.
2. I treatment our senior respected officers as well as possible.

**PROFESSIONAL QUALIFICATION:**

1. Working knowledge of computer MS - Ward, Excel,
2. PGDCA.

**EDUCATIONAL QUALIFICATION:**

1. MBA continue from Zenith school of management.
2. B.Sc. from S.S.D Mahabidyalaya gurudijhatia .
3. Passed CHSE Sc from G i College, sankarpur, Odisha .
4. Passed BSE Odisha from Gandhi bidya pitha , sankarpur .

EXPERIENCE :

1. 1 year experience at pantaloon retail india as post of cashier.
2. 1.6 years experience at HYPERCITY as post of cashier.
3. 3 years still continue at L &T financial service as post of metting center operation manager.

**PERSSIONAL DETAILS:**

SAMIR KUMAR MAJHI

Father’s Name – RAJKISHORE MAJHI

Mother’s Name– AHALYA MAJHI

**PERMANENT ADDRES:**

AT : - SANKAR PUR

PO : - SANKAR PUR

VIA : -CHARBATIA

DIST : - CUTTACK

STATE: - Odisha(754028)

DATE OF BIRTH: - 15.03.1991

SEX: - Mail

MARITIAL STATUS: - Unmarried

NATIONALITY: - Indian

RELIGION: - Hinduism

LANGUAGE KNOWN: - Odia, Hindi, English.

DECLARATION

I hereby declare that all the particulars mentioned above are true to my knowledge and belief.

Date -

Place - Signature of the candidate