**RESUME**

**RANJAN KUMAR BARIK**

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**CAREER OBJECTIVE :**

Seeking a position through which all my experience and 80knowledge will be an asset of the organization.

**STRENGTH:**

* To work in positive attitude.
* Self confidence.
* Good written & oral communication.
* Ability to grasp and analyse concept efficiently.
* Ability to generate team spirit in a group & work with harmony.

**EDUCATION SUMMARY:**

* **ITI welder- 1997 to 1998**
* **XII- 1998 to 2000(sec).**
* **PGDCA / TALLY**
* **WORKS IN MICROSHOFT OFFICE**
* **Checks all E-Mails & send MIS repots .**

**EXPERIENCE:**

* **Work at Mesco Stanes Steel, Jajpur (2002 to 2007)**
* **Personal welding work shop (current)**
* **Supervisor in beuro .(10yrs).**
* **Work at Bigbazar store asst manager.**
* **Work in finace sector. (Indoasian business solution)**

**ADMIN KNOWLEDGE:**

* **Welding, cutting, grinding etc.**
* **Knowledge of supervisor.**
* **Work on sheet materials.**
* **Knowledge of working in computer**.
* **Staff management in beuro at company.**
* **All types of in word & out word materials,visitors,venders,contracts movements & couriers managements.**
* **Checks all E-Mail & send MISC reports also.**

**PERSONAL DETAILS**

**NAME: Ranjan Kumar Barik**

**DATE OF BIRTH: 08-jun-1982**

**NATIONALITY: Indian.**

**MARTIAL STATUS: Unmarried.**

**LANGUAGE KNOWN: Oriya, Hindi, English, Tamil.**

**DECLARATION:**

I hereby declare that all the information given above is true is to the best of my knowledge.

Place: Jajpur , 755019 Your sincerely

Date:01- Oct- 2020 R.K.Barik.