***CURRICULUM VITAE***

**SUBHRA JYOTI RAO**

**Contact No**: **+91 – 9090211002/7008623935**

**Email ID**: **srao257@gmail.com**

# Career Objectives

* To manage a challenging position in the organization, which would enable me to integrate my skill and prior experience, continuously upgrade my knowledge, thereby contribute the best and grow along with the organization.
* To achieve high career growth through continuous learning and being a performance motivated professional.

**Core Competencies**

* Always enthusiastic & optimistic for achieving the objectives.
* A challenging position as **Administrator, Co coordinator, Public Relations Officer, Liaisoning Officer** in **Office Administration** and **Event Management** domain in **Service or Manufacturing Industry** in service as well where I will get ample of opportunities to utilize my Computer proficiency in Tally and Ms office, Handling a team. And organizing events for the growth of the organization.
* Ability to work comfortably with people from diverse backgrounds and Strong organizational skills & ability to handle multiple tasks.
* Possess high level of commitment towards work.
* Highly motivated, positive and goal-oriented, with analytical approach, conceptualization as well as the ability to build and lead effective teams.

**Total Work Experience: 4 Years**

## Employment Details

**1 year experience in data entry operator in Home (Election) Department since September 2018 to June 29,2019.**

***Since August’2013 working with CPV executive in Arati finance* and a.k.kar & co charted firm.**

***Job responsibility.***

* Managing the database of everyday internal operations e.g. managing database of every transaction and candidates’ profiles.
* Managing the Company accounts.
* Handling the entire back office operations.
* Reporting to the Branch Head.

***Since May ’2011 with Sony* Authorized Service Center as Head - Office administration*.***

**Job responsibility:**

* Worked as accountant
* Store coordinator
* E-commerce(database)

**3 months working as a customer service officer (cso) in isfc.**

**PROFESSIONAL SKILLS**

* Can work in a team very well
* Result Oriented approach
* Love resolving the issues
* Good at maintaining rapport with colleagues and clients
* Perfect at adjusting to a new environment
* Energetic and dynamic
* Prefer challenging work
* Believe in meeting the deadline
* Planning and implementation of all promotional activities.

***Academic Credentials***

* Commerce Graduate (B com),Ekamra College, Utkal University Bhubaneswar in 2011
* Interfrom Dr Nayapalli College, Bhubaneswar, in 2006
* 10th Board from HSC.

***IT Proficiency***

* Conversant with MS Office Applications (Word / Excel / PowerPoint / Access).
* Skilled in operating Windows 2000 / 2003 / XP/windows-7.
* Tally 9.0
* Have completed 1 Year **Smart Accountant** (computer course) Aptech computer education, Bhubaneswar

***Language known***

* English
* Hindi
* Oriya

***Extra Curricular Activity***

**Active member in the RED CROSS during Schooling.**

**Played Chess at the inter school district level, and was selected for School Odisha.**

**Represented for college as the captain of the badminton team at Inter School.**

***Personal Dossier***

* Name : SUBHRA JYOTI RAO
* Father’s Name :Pravat chandra rao
* Date of Birth :16/07/1989
* Address : Plot No-1113, sundarpada,Kapilaprasad,Bhubaneswar-2 Dist-Khurda ,Odisha

Place: Signature of candidate

Date: