
Swagatika Biswal

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Objective: A passionate arts student aiming to apply creative and communication skills in a professional setting. Eager to contribute to projects, collaborate with teams, and enhance my abilities for mutual growth and success.

Education	Odisha State Open University , Sambalpur	2022-2024
	ODIA	Master of Arts
	6.38	
	Gadibrahma women's College, Jagatsinghpur	2018-2021
	ODIA	Bachelors of Arts
	6.61	
	Shree Shree Maulabhanaja mahavidyalaya , Gangada Arts	2016-2018
	54%	Intermediate Arts (XII th)
	Sri Jagannatha High School, Garoi, Jagatsinghpur	2013-2016
	52.5%	Matriculation

Skills	PGDCA
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	MS WORD, MS EXCEL, INTERNET, PHOTO PAINT, POWER POINT, VISUAL FOXPRO, FUNDAMENTAL OF COMPUTER, MS. DOS WINDOW
	TALLY
	● ● ● ● ○
	TALLY ERP, Computer fundamental

Certifications	TALLY	JULY 2021-SEP 2021
	Alka Institute of Information Technology , Jagatsinghpur	
	• Fundamentals of Computers	
	• TALLY ERP	
	• Management & Accounting	
	PGDCA	Aug 2020 - Aug 2021
	Alka Institute of Information Technology , Jagatsinghpur	Expertise in MS DOS Windows Internet.
	C+ , C++	
	MS Word, MS Excel , PowerPoint , Access Visual Foxpro .	
	Knowledge in Photo Paint	

Experience	Laxmi Infra Venture Pvt Ltd.	May 2025 - Present
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Languages	English ● ● ● ○ ○	Hindi ● ● ● ● ○
	Odia ● ● ● ●	