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## Swagatika Biswal

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<b>Objective:</b>	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.	
<b>Education</b>	<b>Odisha State Open University , Sambalpur</b>	<b>2022-2024</b>
	ODIA 6.38	Master of Arts
	<b>Gadibrahma women's College, Jagatsinghpur</b>	<b>2018-2021</b>
	ODIA 6.61	Bachelors of Arts
	<b>Shree Shree Maulabhanaja mahavidyalaya , Gangada Arts</b>	<b>2016-2018</b>
	54%	Intermediate Arts (XII th)
	<b>Sri Jagannatha High School, Garoi, Jagatsinghpur</b>	<b>2013-2016</b>
	52.5%	Matriculation
<b>Skills</b>	<b>PGDCA</b> <div><div></div><div></div><div></div><div></div><div></div></div> MS WORD, MS EXCEL, INTERNET, PHOTO PAINT, POWER POINT, VISUAL FOXPRO, FUNDA MENTAL OF COMPUTER, MS. DOS WINDOW  <b>TALLY</b> <div><div></div><div></div><div></div><div></div><div></div></div> TALLY ERP, Computer fundamental	
<b>Certifications</b>	<b>TALLY</b>	<b>JULY 2021-SEP 2021</b>
	Alka Institute of Information Technology , Jagatsinghpur <ul style="list-style-type: none"><li>Fundamentals of Computers</li><li>TALLY ERP</li><li>Management &amp; Accounting</li></ul>	
	<b>PGDCA</b>	<b>Aug 2020 - Aug 2021</b>
	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	
<b>Experience</b>	Laxmi Infra Venture Pvt Ltd.	<b>May 2025 - Present</b>

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Languages

English



Odia



Hindi

