



## PROFILE

## CONTACT

PHONE:  
7205322195

WEBSITE:  
Linkdin-susmita-swain-4a13b4213

EMAIL:  
Swainsushmita2@gmail.com

## HOBBIES

Singing  
Writing  
Reading  
Coding

## LANGUAGE

English  
Hindi  
Odia  
Kannada  
Tamil

# SUSMITA SWAIN

## T y p i s t

## EDUCATION

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**Raajdhani Engineering College (B. Tech in Cse)**  
Sep 2020 – 2024

**Mahatma Gandhi Memorial Junior Higher Secondary School of Educational and Technology (+2)**  
2018 - 2020

**Jawahar Vidhyapitha, pipili, puri (10<sup>th</sup>)**  
**2016-2018**

## WORK EXPERIENCE

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### **Book-o-pedia publication (Typist)**

June 2021–present

Check completed work for accuracy for spelling. Correct wording, grammar punctuation able to write minimum 80wpm.  
Word processing using Microsoft office and excel.  
Book Formatting and Typing in various language like- English, Hindi, Odia, Tamil, kannada

### **Shree Ganesh Publication (Typist)**

2020–May 2022

Type grant application and proposal manuscript, instructional material book, anthology or handwritten copies with technical language and symbols in order to produce draft and final copies for publication and submission to various agencies.  
Type and format text materials

## SKILLS

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- Microsoft Office
- Data Entry
- Self Motivation
- Writing and verbal communication
- Teamwork
- Speed Typing
- Excellent Motivator
- Performance Minded