

## **CURRICULUM VITAE**

### **Supriya Panda**

C/o: - Suresh Chandra Panda

At/Po: -Arehikana

Ps: - Aul

Dist: - Kendrapara

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### **Career objective:**

- Seeking a challenging career where I may utilize my interpersonal skills in conjunction with organization's goals and objectives and thus to prove myself as a worthy asset to the organization.

### **Working Experience**

The Peerless General Finance and Investment Co Ltd. I am continuing work as "Assistant to Company Secretary" in the grade of Executive and posted at Secretarial Department at 1<sup>st</sup> Floor, Peerless Bhavan 3, Esplanade East, Kolkata-700069.

One year " Working experience " Private Coaching center ( PAC ) Professional Academic of Commerce as per as 'Office Assistant ' & Computer teacher .

### **Responsibilities:**

Execution of orders as per the order copy.

Tracking team activity & telephonic complain from parties.

Payment collection, keeping records of outstanding and follow up accordingly.

Working at Taxation of ITR Filling .

Imparting Computer training to the students.

& Teaching PGDCA .

One year " Working Experience " Of GOVT. Sector DPMU Kendrapara, Headquarter as per as (DEO)

### **Responsibilities :**

Execution of Project through work 6<sup>th</sup> Mi Census .

### **IT Skill.**

Completed PGDCA from GIT, Kendrapara in 2018.

Operating Systems : MS-DOS, Windows98/2000/XP/2007  
Package : Microsoft Office 2003/2007  
Completed Tally ERP 09 From CATC , Kendrapara in 2021.

➤ **Educational Qualification**

- Complete LLB ( Bachelor Of Law ) 3 year Degree Course at Kendrapara DS Law College ,Kendrapara Under Utkal University in 2022 .
- Completed Higher Education M.com ( Master of commerce ) 2 years Master degree Course at Bhubaneswar and Regional Center through Kendrapara Autonomous College , Kendrapara Under IGNOU in 2022 .
- Completed Graduation in Commerce Stream at Kendrapara Autonomous College, Kendrapara under Utkal University (Orissa) in 2019.
- Completed 10+2 with in Commerce Stream from Kendrapara College, Kendrapara under C.H.S.E (Orissa) in 2016.
- Completed Matriculation from Namouza High School, Kendrapara under B.S.E (Orissa) in 2014.

**Personal Details**

Name: - Supriya panda  
DOB: 11/07/1999  
M-Status: - Unmarried  
Interests: - Dance, Acting, painting, cooking  
Strength: - Ability to work under pressure & communicating  
Communication skill - Odia, English, Hindi ,Bengali

**Declaration:**

I do hereby certify that all the above information is true to best of my knowledge.

Place :- Kendrapara

Date:-

**Supriya Panda**