

MANAB SARMA



CAREER OBJECTIVES:

To pursue a challenging a career and be part of a progressive Organization that would encourage me to improve and learn new and necessary skills as well as be motivated by the organization to my best for the sake of myself and the organizations advancement.

EDUCATION:

Qualification	Board/ University	Institution	Passing year	Percentage
B.COM (management)	Gauhati University	Lalit Chandra Bharali College	2019	5.3 GPA
<u>HS</u>	<u>AHSEC</u>	K.C. Das Commerce College	2015	55.2%
Class 10	CBSE	Cambridge Public School	2013	8.4 CGPA

SKILLS AND ABILITIES:

- Have intermediate level knowledge of Microsoft Office package tools i.e. Word, Excel, Powerpoint, etc.
- Knowledge of Tally ERP-9

PERSONAL SKILLS:

- Quick Learner. Ability to work by myself without the need for constant supervision.
- Able to work harmoniously with other members of the team.

LANGUAGES KNOWN:

- English
- Assamese
- Hindi

DECLARATION:

I, hereby, declare that all the information provided above are true and correct to the best of my knowledge and belief.

Yours faithfully

Date :

Place :

(MANAB SARMA)

CONTACT:

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Email ID- manabsarma1002@gmail.com

ADDRESS:

Kamakhya Dham, Guwahati

P.O.-Kamakhya

P.S.-Kamakhya

PIN-781010

District-Kamrup(Metro)

State-Assam

PERSONAL DETAILS:

Father's Name : Late Pasupati Sarma

Date of Birth : 06/11/1996

Sex : Male

Nationality : Indian

Marital Status : Single

Caste : General

Religion : Hinduism