

RESUME

RASHMITA RANA

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CAREER OBJECTIVE

To work in an organization where I can use and utilize my knowledge, and competencies for growth and prosperity of the organization and seek a challenging position in the professional field where I can have better learning and career opportunities.

EDUCATIONAL QUALIFICATION

Course/ Specialization	School / College	Board / University	Year of Passing
B.com	U.N (AUTO) Collage Of Sc. & Tech Adaspur	Utkal University	2023
Intermediate	Ramadevi women's junior college	CHSE	2020
Matriculation	Sri Aurobindo Integral Education center(S.A.I.E.C)	BSE	2018

COMPUTER SKILL

- PGDCA and Tally

STRENGTHS

- Positive Attitude
- Self-Motivated
- Active Listening
- Punctuality

LANGUAGE

- English
- Hindi

- Odia

HOBBIES

- Sleeping
- Reading and writing
- Travel to new places.

PERSONAL DETAILS

- FATHER'S NAME : Mr. Rabindra kumar Rana
- GENDER : Female
- NATIONALITY : Indian
- STATE : Odisha
- PERMANENT ADDRESS : khuntupada, Nayagarh, pin:-752077

DECLARATION

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

Date :

Rashmita Rana

Signature