

RESUME

NAMITA KISHAN

PRESENT ADDRESS

At-Garjan

Po-Garjan

Ps-Brahmanitarang

Dist-Sundargarh , Odisha

Pin code-769043

Mobile no-9777421792

CAREER OBJECTIVE: -

My career objectives include gaining expertise in a multitude of facts of the organization of which, I am a part through continuous development. Subsequent, I will devote my skills and knowledge to efficiently and effectively handle whatever responsibility I have to hold on my shoulder.

EDUCATIONAL QUALIFICATIONS: -

- > 10th from Govt. Girls High School (RANTOBIRKERA) year 2017 with 2nd Division.
- > +2 Arts from Sushilabati Govt. Women's H. S. SCH (ROURKELA) in the year 2019 with 2nd Division.
- > +3 Arts from Sushilabati Govt. Women's H. S. SCH (ROURKELA) in the year 2022 with 1st Division.
- > PGDCA in computer from Unitech (BASANTI COLONY) 2022 to 2023.

PERSONAL SKILLS: -

- Quick Learner, Strong Determination.
- Comprehensive Problem Solving.
- Good communication skills.
- Self confidence, Team Player.

INTERESTS:

- Reading books.

WORK EXPERINCE

- Fresher.

PERSONAL DETAILS

Name : Namita Kishan
Date of Birth : 24/03/2002
Gender : Female
Marital Status : Unmarried
Father's Name : Mr.Narendra Kishan
Mother's Name : Mrs. Rito Kishan
Nationality : Indian
Religion : Hindu
Language Known : Odia, English, Hindi

DECLARATION:-

I do hereby declare that the above stated information is true to the best of my knowledge & belief.

Thank You,

With warm regards,

DATE:

PLACE: Rourkela

Signature