

## Curriculum Vitae

**Ms. SHILA TOPPNO**

At – Kalunga, Balanda (Amtola)

PO -Balanda

Block – Lathikata

Dist – Sundargarh, Odisha

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### **CAREER OBJECTIVE**

To be in an environment where I can work up to my potential, enhance my skills and become a good asset to the organization.

### **EDUCATIONAL QUALIFICATION**

Degree/ Course	Percentage/ CGPA	Board\University\ institute	Year of Passing
10 <sup>th</sup>	47.5%	BSE, Odisha	2016
+2 (com.)	45%	CHSE, Sambalpur	2018
B.com (Accounting)	59.7%	Sambalpur University	2021
PGDCA	72.53%	CIMS Jalda "A" Block	2022

### **TECHNICAL SKILLS**

Programming Languages: MS Excel, MS Word, PowerPoint, Paint, Tally

### **PERSONAL DETAILS**

Date of Birth : 13/12/2000  
Gender : Female  
Nationality : Indian  
Marital status : Unmarried  
Languages Known : Odia, Hindi, English

### **HOBBIES**

Listening to music and watching Movies, Reading books

### **EXPERIENCE**

Name of Organization: Sai Institute  
From Jan 2021 to Dec 2021

**Place: Birkera, Rourkela**

**Roles and Responsibilities:**

- Teaching computer
- Taking attendance

### **ACKNOWLEDGEMENT**

Hereby I declare with my complete awareness that the above-furnished information are true to the best of my knowledge.

**Date:**

**Place:**

**Signature:**