

RESUME

Name: Pallabi Pradhan

Contact No.: +91 (8917200439)

Email ID: pallabipradhan001@gmail.com



CAREER OBJECTIVE:

To have a challenging career as a professional and want to dedicate in the organization concerned, where in I can utilize my technical ability and contribute to the growth of the Organization. To work in an organization where I can use my skills to add value to the Organization and constantly learn and upgrade myself in the process.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	%OF MARKS
H.S.C.	Saraswati Shishu Vidya Mandir	Board of Secondary Education, Orissa	2011	77.6
+2science	Sri A I of H.S.R, Matrubhaban	CHSE	2013	65.5
B.Sc (Math)	U.N(Auto)college of science and technology	Utkal university	2016	72
Post-Graduation (MATH)	Gangadhar Maher University, Sambalpur	Gangadhar Maher university	2018	66.9

EXTRA QUALIFICATION:

QUALIFICATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	%OF MARKS
OS-CIT (Computer Course)	Computer Application Centre(CAC)	Utkal University	2016	83

TRAINING & EXPERIENCE:

Company Name: Vedanta Limited, Jharsuguda

Duration: March 2018 to March 2019(1 Year)

Designation: Graduate Trainee

Department: Commercial (Coal Logistics)

Key Responsibility:

- Reconciliation and Preparation of MIS.
- GCV report generation. Documentation with bill processing by SAP to relevant Vendor & supplier.
- Accountant job done to Office function with any other profile designed to Coal Logistics.

LANGUAGES KNOWN: English, Hindi & Odia.

STRENGTH:

- Ability to manage stress and time effectively and efficiently.
- Good Communication and interpersonal skills.
- Good listener having pleasing personality.

PERSONAL INFORMATION:

Date of Birth : 27/02/1996.

Father's Name : Chitta Ranjan Pradhan

Mother's Name : Jhunuprava Swain

Gender : Female

Marital Status : Married.

Permanent Address : D/o – Chitta Ranjan Pradhan
At – Goutamnagar, Bidyadharpur.
Post. – Nayabazar, Dist. – Cuttack.
Pin – 753004(Odisha).

Correspondence Address: W/o – Rakesh Kumar Sahoo
At – Vedanta Township, Nagavalli
Cluster .Flat No-NG 807
Post. –Sripura, Dist. – Jharsuguda.
Pin – 768201(Odisha).

PROFESSIONAL OBJECTIVE:

- To work in the organization utmost dedication and commitment.
- To assist all senior officials and colleagues.

DECLARATION:

I hereby affirm that the information furnished in this form is true and correct to the best of my knowledge and belief.

Place: Jharsuguda