

SAUDAMINI DASH

Email: saudaminidash555@gmail.com | **Phone:** +91 9827824955

LinkedIn: www.linkedin.com/in/saudamini-dash-b49a10368/

Location: Bajana, Gopalpur, Baleshwar, Odisha 756042

CAREER OBJECTIVE

Motivated and detail-oriented Bachelor of Arts graduate with a strong foundation in Mathematics and Political Science, seeking an entry-level position to apply my academic knowledge, develop professional skills and and knowledge of MS Office to contribute to organizational efficiency and develop professionally.

EDUCATION

Bachelor of Arts, F.M. University, Baleswar, Odisha

2021 - 2024 | **65.96%**

+2 Arts, Council Of Higher Secondary Education, Odisha

2019 - 2021 | **50%**

Matriculation, Board Of Secondary Education, Odisha

2019 | **45.50%**

CERTIFICATIONS

Post Graduate Diploma in Computer Applications (PGDCA)

Anant Santi Computer Education | **2021 - 2024 | 81%**

SKILLS

- **Technical Skills:** MS Word, MS Excel, MS PowerPoint, Basic Typing & Data Entry, Internet Browsing & File Management.
- **Soft Skills:** Communication, Teamwork, Problem-solving, Time Management.
- **Language:** Odia(Native), Hindi and English.

DECLARATION

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

Date:

Place: