

CURRICULUM VITAE

ANANTA KUMAR BEHERA

AT/PO-ISWARPUR,
VIA-BAHANAGA
DIST-BALASORE, PIN-756042
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AIM & OBJECTIVES -

To utilize my skills in the best interest of the organization. To extend my ability & to create a distinct identity of myself.

CORE COMPETENCY -

- Disciplined and responsible competent
- Total involvement in work.
- Friendly nature.
- Self-motivated & self-contempt.
- Good administration skill.

ACADEMIC BACKGROUND –

Exam. Passed	Board/University	Year of Passing
10 th	BSE ORISSA	2008
+2 Science	CHSE ORISSA	2010
BCA	FM UNIVERSITY	2013
BeD	ACHARYA NAGARJUNA UNIVERSITY	2020

WORK EXPERIENCE –

1. Working as Office Assistant in CSIR-Institute of Minerals & Materials Technology, Bhubaneswar since May-2014 to till date.
2. My basic work is rendering support in Data Entry, Word processing and typing, File conversion, Photocopying and collating, Record keeping, preparation of stipend for project assistant and bills.
3. Scanning and printing files, Creating spreadsheets and presentations, combining various data from existing files.
4. Transcribing documents from dictated tapes
5. Transferring data from paper formats into digital files or database systems
6. Typing Speed 40 word per minute

HOBBIES –

Making friendship with others, like to keep public relation.

COMMUNICATION SKILL –

Speaking Oriya, Hindi & English.

PERSONAL DETAILS –

1. **Father's Name** : Rabindra Behera
2. **Permanent Address** : At/Po-Iswardpur
Via-Bahanaga
PS-Niligiri, Dist-Balasore
Pin-756042
3. **Date of Birth** : 15/04/1992
4. **Sex** : Male
5. **Marital status** : Married
6. **Nationality** : Indian
7. **Religion** : Hindu

Declaration

I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Ananta Kumar Behera

Date : 09.08.2023
Place : Bhubaneswar

Signature