

RESUME

ANISHA DUTTA

C/O – Ajoy kumar Dutta

Address- Plot no-612, Saheednagar

Bhubaneswar, Odisha

Phone No- 9439832494

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CAREER OBJECTIVE

Hardworking, Detail oriented team player and a quick learner with the ability to work under pressure and meet deadlines. Looking for an opportunity to contribute in a lively work environment focused on promoting organisation growth by providing better worth and grow along with them.

ACADEMIC CREDENTIALS

- Passed 10th examination in the year 2012 from CBSE with **7.8 CGPA**
- Passed +2 examination in the year 2014 from CBSE with **83%**
- Passed B-com in the year 2017 in Accounting Honours from Rama Devi University with **67.38%**
- Passed Master of commerce, finance & control (MFC) from B.J.B Autonomous College, Odisha under Utkal University in the year 2019 with **67.40%**

INTERNSHIP PROGRAMME

- **Organisation-** Odisha state co-operative bank (OSCB)
- **Topic-** Analysis of Non- Performing Assets
- **Duration –** 4 weeks

- **Brief Description-** Help to ensure greater transparency, and also study the impact of NPA on overall performance of OSCB.

TRAINING PROGRAMME

- Training on Tally. EPR 9 conducted by Odisha computer Application Centre from July 05 to September 05, 2017
- Training on Skill Enhancement Certificate course in Beauty & wellness for 10 days organised by centurion Science & technology Entrepreneurship Facilitation Centre.
- Awarded the certificate of achievement for the successful completion of *The fundamental of Digital Marketing* certification exam on 28th September 2020 by Google Digital Unlocked.
- Awarded the certificate for participating in UDAAN, the induction program held in Bookingjini on 10th October 2020.
- Awarded the certificate of achievement for the completion of *Google By Business* on 27th November 2020 by Google Skillshop.
- Awarded for completing Data Entry foundation course from Testbook on 31st July 2021.

PERSONAL DOSSIER

- **Father's Name-** Mr Ajoy Kumar Dutta
- **Date of Birth-** 7th August, 1996
- **Gender-** Female
- **Marital Status-** Single
- **Category-** General
- **Languages Known-** English, Hindi, Bengali, Odia
- **IT Skill-** MS Office (Excel, word, power point)
- **Hobbies -** Making new friends, Painting
- **Passport No-** M971310