

## CURRICULUM VITAE

**Name** : BIJAY KUMAR DAS  
**Date of Birth** : 02.07.1991  
**Gender** : Male  
**Religion** : Hindu  
**Nationality** : Indian  
**Marital Status** : Unmarried  
**Languages known** : English , Oriya & Hindi  
**Employment Exchange No.** : T/5206/11  
**Category** : General  
**Permanent Address/Address for correspondence** : S/o – Jagannibas Das  
At -Madhusudan Nagar, P.O-Tulasipur  
Dist-Cuttack, State-Odisha, Pin-753008  
**Contact details** : Mob-9040220153, 8249317695  
E-Mail:bijaykumardas1124@gmail.com  
bijayadas1@gmail.com

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### CAREER OBJECTIVE

To be a part of the organization growth by delivering the responsibilities assigned which can be resulted to me personal career growth , can give me job satisfaction and motivation to deliver the best result for the organization for which I am working to play a leading role in any organization.

### STRENGTH

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Directing the office correspondence, mail management & fixed assets management.
- Monitoring /coordinating activities as appropriate and preparing internal reports for management.
- Gathering/updating data to maintain departmental records & databases.
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence.

## PROFILE SUUMARY

- A competent professional with experience in office administration.
- Proficient in handling the activities in coordination with the internal/external departments for smooth business operations.
- Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients.
- Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
- Proven abilities in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks.
- Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
- An effective communicator with excellent interpersonal, analytical & relationship management skills.

## EDUCATIONAL QUALIFICATION

Examination Passed	Institution Name	Board / University	Year of Passing
Matriculation (10 <sup>th</sup> )	Odisha Police High School, Cuttack	B.S.E., Odisha	2006
I.A (+2)	Raghunath Jew College, Cuttack	C.H.S.E., Odisha	2008
B.A (+3)	Raghunath Jew College, Cuttack	Utkal University	2011
PGDCA	Pentasy Computer Education	Nielit, Mcit	2011
Typing	Sai Institute, Cuttack	Typing speed 40 WPM in English	2014

## JOB EXPERIENCE

Nature of Job	Organisation	Duration
Reception Counter	Good Luck Hospital, Mangalabag, Cuttack	3 Years (06.05.2011 to 06.12.2013)
Data Entry Operator	Sunny Motors, Kanikachhak, Cuttack	3 Years (01.01.2014 to 31.12.2016)
Billing Executive	Sainath Electrocure, Bajrakabati Road, Cuttack	5 Years (03.01.2017 to 31.12.2021)

## DECLARATION

I do here by declare that all the above information furnished by me are true to the best of my knowledge and belief.

**Date:-**

**Place:- Cuttack (Odisha)**

**(Full Signature of Candidate)**