

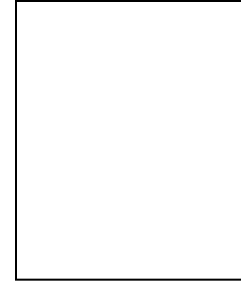
# **RESUME**

## **MANAS RANJAN KHADIRATNA.**

“SRAGDHARA”-1514/1, Kapilaprasad,  
(Near-L/B-414), Bhimatangi Housing Board Colony,  
Bhubaneswar-751 002, (Orissa).

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*Post Applied for :-*

### **Career Objective:-**

To contribute to the growth of the organization and make the optimum utilization of resources and proof to be better to the work environment.

### **Academic Qualification:-**

- ❖ **Educational Qualification** : **Graduation (+3 Arts).**
- ❖ **Technical Qualification** : **DCA from Satyasai Computer Education.**

### **Other Qualification:-**

- ❖ **Diploma** in Local Self Govt. Mumbai.
- ❖ **Civil Defense Training Course.** Home Department, Orissa.
- ❖ **Typewriting @ 40 w.p.m.**
- ❖ **Training in “ Map Digitalization Course”** at OCAC, Bhubaneswar.

### **General Abilities:-**

- Ability to work with patience.
- Confidence in communication.
- To work with full involvement giving it a blend of innovation and creativity.
- Always give priority to duties.

### **Strength:-**

- Positivism towards the objective.
- Adapt myself with the change.

**Professional Experience:-**

<b>Name of the Organization</b>	<b>Tenure</b>	<b>Designation Held</b>	<b>Role &amp; Responsibilities</b>
<b>1. Environmental Research &amp; services (I) Pvt. Ltd. BBSR. [Consultancy]</b>	From Nov, 1996 to April 2001.	Office Assistant	Preparation of Vouchers, Bills, and collection of the cash or Cheques, preparation of letters for clients and Monthly Environmental Pollution Report for various companies likes:-  <ol style="list-style-type: none"> <li>1. <b>IPI TATA REFRACTORIES PVT. LTD. (Dhenkanal),</b></li> <li>2. <b>IPI STEEL PVT LTD. (Dhenkanal),</b></li> <li>3. <b>NTPC, (Kaniha),</b></li> <li>4. <b>MANGALUM TIMBERS (Nabarangapur)</b></li> <li>5. <b>OMFED (C.S. Pur BBSR),</b></li> </ol> & many mores of Mines/Crushers. Etc., using with <b>Ms Office</b>
<b>2. Swadhin Estate (P) Ltd., BBSR [Builders]</b>	From May, 2001 to Dec. 2003.	Office Assistant	Making Vouchers, Bills, Money Receipt for Customers & Collection of the Cash/Cheques from the Customer. (Monthly & Dally)
<b>3. East India Software Pvt. Ltd (Kar Rox), BBSR [BPO Unit]</b>	From Des, 2003 to Nov, 2004.	Data Entry Operator	Verify the PDF files OCR with Abby Fine Redder and convert it to word document. <b>(It is a Data Conversion Job)</b>
<b>4. M/S Consultorium Pvt. Ltd. BBSR. [Consultancy]</b>	From April 2004 to Sep' 2010.	Office Assistant	Data feeding of Revenue Land Records like Holding wise & Tenant wise and up dating of land records for purchase of land by <b>KVK Power Plant Pvt Ltd.</b> and <b>Subarnarekha Creative Port Private Ltd,</b> Preparation of Land Schedule for Land Acquisition proposal and alienation of Govt Land .Preparation of Monthly and Quarterly progress reports and returns. Data feeding of day to day Receipt and expenditure of the company. Maintenance of Stock and store, issue of official Stationary. The above work is being done under direct supervision of expert and experienced computer ability personnel of both companies up to their best satisfaction.
<b>5. Rose Valley Groups of Company. [Finance Sector]</b>	From Nov' 2010 to Feb' 2015.	Computer Operator	Collection of the cash from customers Preparation of Money receipt with company' s won finance software, prepared day to day report & filing it respected file.
<b>6. Sahara India Groups of Company. (Finance Sector)</b>	From March' 2016 to till Cont.	Data Processor	Collection of the cash from customers Preparation of Money receipt with company' s won finance software (BAS), prepared day to day report & filing it respected file.

**Personal Profile:-**

**Fathers Name** : Jubaraj Khadiratana  
**Date of Birth** : 15<sup>th</sup> February 1973  
**Permanent Address** : “**SRAGDHARA**”-1514/1,  
Kapilaprasad, (Near-L/B-414),  
Bhimatangi Housing Board Colony,  
Bhubaneswar-751 002, (Orissa).  
**Sex** : Male  
**Matrimonial status** : Married  
**Religion** : Hindu  
**Nationality** : Indian  
**Hobbies** : Books Reading, Music & Watch the  
TV Program.

**Declaration:-**

*I do hereby declare that all the statements are made by me in this Resume are true to the best of my knowledge and belief.*

Date:-

Place: Bhubaneswar

*Signature of the Applicant*