



# Susmita Swain

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Village- Athabatia, Po- Ashram  
Balikuda, Via- Marshaghai,  
Kendrapara, 754213

## ABOUT ME

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I am pretty much detail oriented, organized and an efficient person. I am capable of grasping new tools. I am a master of MS Office, Google Docs and spreadsheets. I have been working hard in this field since last two year. I am proficient in typing and can type up to 40 words a minute in English. I have both written and verbal communication skills. Accuracy and attention to details are my working characteristics.

## SKILLS & PROFICIENCIES

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- Multi Tasking & Problem-solving
- Skilled in calendar management
- Time management
- Customer service
- Microsoft Office
- Proficient typing

## CERTIFICATION

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**PGDCA (Post Graduate Diploma in Computer Application)**  
**Institute:** CYBERTECH INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY (CIMIT), BHUBANESWAR  
2014 to 2015

**COPA (Computer Operator & Programming Assistant)**  
**Institute:** Rajdhani ITC, Bhubaneswar  
2012 to 2013

## WORK HISTORY

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### Data Entry Operator Sahaj Jana Seba Kendra

*February 2016 to March 2017*

- Compile, sort and verify the accuracy of data before it is entered. Compare data with source documents, or re-enter data in verification format to detect errors.
- Store completed documents in appropriate locations.
- Locate and correct data entry errors, or report them to supervisors. Maintain logs of activities and completed work. Use computers for various applications, such as database management or word processing.
- Create, maintain, and enter information into databases. And answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Complete forms in accordance with company procedures. Operate electronic mail systems and coordinate the flow of information, internally or with other organizations. Establish work procedures or schedules and keep track of the daily work of clerical staff. Make copies of correspondence or other printed material

## EDUCATIONAL BACKGROUND

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**Yugasrasta Sovaniya Sikhyashram Secondary School  
Cuttack**  
High School Certificate/Matriculation  
Board: BSE, Odisha  
2010

**Maa Tarini Bidyapitha**  
Kendrapara  
Major in Arts  
Board: CHSE, Odisha  
2012

**Thakur Nigamananda Mahavidyalaya**  
Kendrapara  
Major in Arts  
Board: Utkal University  
2016