



PRIYAMBADA PRIYADARSHINI DAS

Data Entry Operator

OBJECTIVE

Highly accurate and detail-oriented individual with proven experience in data entry and a strong command of the English language. Proficient in using various data entry software and committed to maintaining high levels of speed and accuracy. Seeking a data entry operator position where I can leverage my skills to contribute to a productive work environment.

PERSONAL DETAILS

DOB : 13/09/2001
Passport No. : AA487526
Date of Issue : 26/09/2024
Date of Expiry : 25/09/2034

CONTACT

PHONE:
+971- 545855482

EMAIL:
priyambada703@gmail.com

HOBBIES

- Cooking
- Art & Craft
- Language Learning

LANGUAGE

- Hindi
- English
- Korean[Basic]

EDUCATION

B.Com [June 2019 – Aug 2022]

Ramadevi Womens' University, Bhubaneswar

Grade : CGPA – 7.09 (65.95%)

Modules Include : Accounting, Banking, Cost Accounting, Auditing, Business Management, Corporate Law, Computer Application

PGDCA [Nov 2021 – Oct 2022]

Bharatiya Vidya Bhavan, Bhubaneswar

Grade : A

Modules Include : MS -Office Suit[Word, Powerpoint, Excel, Access, Adobe Photoshop, Pagemaker] Tally[Prime] C+

CMA [June 2023 – Pursuing]

ICMAI[Institute of Cost and Management Accountants of India] BBSR

Modules Include : FA, CA, MA, OMSM, TAX[DT & IDT]

WORK EXPERIENCE

Data Entry Operator [April 2022– June 2023]

Digit Global Solutions Pvt. Ltd, Bhubaneswar

Work here as a data entry operator. I was responsible for maintaining records and database, assisting with filling & data entry, recording accurate data in company database.

Restaurant Staff [Jan 2024 – June 2024]

Crunchy Munchie Restaurant, Bhubaneswar

Work as a staff/crew

SKILLS

