

# **RESUME**

## **ASWINI KUMAR PATTANAYAK**

Contact No. 07751940705, 09583239571

C/O Siba Prasad Pattanayak

At:-Kishan Pada, Liploi, Rajgangpur

Dist:-Sundargarh-770017 (ODISHA)

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### ***Career Objective***

To dedicate and commit my self to an organization which will provide me an opportunity to use my skills, Where I can grow along with the organization by building up my knowledge through learning new skills with best of my effort.

### ***Professional Qualification***

- Pass Diploma in Computer Application (DCA) from Unitech. Rajgangpur.

### ***Educational Qualification***

- B. Com from Sambalpur University , 2001
- EMBA (Marketing) from NIBM (Chennai).

### ***Present Work Experience***

Working in OCL IRON AND STEEL LIMITED, Rajgangpur, Sundargarh-770017, Odisha. Since 2004

### ***Present Job Responsibility***

Total job done by ERP and manual.

- Sales and Dispatch.
- Prepare all records of related job(i.e MIS,ISO, stock of goods,billing, etc.)
- Office TPM.

### ***Present Degination***

Sr.Officer(Sales and Dispatch)

### ***Extra working knowledge***

- Store.
- Raw material.
- House keeping.
- Purchase.
- Logistics.

## ***Company Profile***

OCL IRON AND STEEL LIMITED Is IOS(9001-2015) certified company presently having a 1100 TPD Rotary Kiln for Sponge Iron Production with 48 M.W Waste heat power plant and three 12 MT (per heat) Induction Furnace.

## ***Past Experience***

1. Worked as an accountant in MAA BHAWANI MINERALS. Rajgangpur. (2000 to 2001),
2. Worked as a store keeper in PAYAL ENGERING. Rajgangpur. (2001 to 2002)
3. Worked as an accountant & Store Keeper in INDCOME MARCHANDISE. Rajgangpur. (2002 to 2004)

## ***Computer Proficiency***

- M.S Office.
- FoxPro (Database).
- Word.
- Power Point.

## ***Personal Profile***

Date of Birth	: 15th May 1979
Father's Name	: Sri Siba Prasad Pattanayak
Gender	: Male
Religion	: Hindu
Marital Status	: Married
Language Known	: Oriya, Hindi, English

## ***DECLARATION***

I do here by declare that the above furnished in this resume are true and correct to the best of My knowledge and belief.

Date:

Place:Rajgangpur

**(ASWINI KUMAR PATTANAYAK)**