

# SUPRIYA MAHAPATRA

Vill + PO :- Dakshin Shibpur, PS :- Shyampur, Dist :-Howrah, Pin :- 711314  
9749668364 | dustumahapatra@gmail.com

## EXPERIENCE

- **Baseline pvt ltd** 6/01/2016 - 30/11/2018  
Data Specialist  
Data entry, Data cleaning, Reporting, Scanning, File maintains and documentation.
- **Kushal Bharat RMC services LLP** 03/12/18 - Till now  
Back office executive  
All accounts work, Mailing to Clint, Raw material and stock maintain, Daily wise Report sending, Delivery Note, Receipt Note Creating and All type of official work.

## EDUCATION

- **Gujarpur Surendranath Vidyapith**  
Secondary  
62.38  
2008
- **Shyampur High School**  
Higher Secondary  
56.4  
2010
- **Calcutta University**  
Graduate ( B.Com)  
41.29  
2015

## TECHNICAL SKILLS

- MS Word, MS PowerPoint, Advance excel, Tally, Internet

## INTERESTS

- Play Cricket, Football, Carrum and watch Sports and Moves

## PERSONAL PROFILE

- Date of Birth : 13/08/1992
- Marital Status : Married
- Nationality : Indian
- Known Languages : Bengali, Hindi, English, Odia

**SUPRIYA MAHAPATRA**