

AMULYA PATRA

POST GRADUATE



CONTACT

Contact No- 7809105582 , 7735289120

Email ID- patraamulya01@gmail.com

STRENGTHS

- Hardworking
- Effective communication skills
- Good presence of mind
- Situation handling
- People management
- Professionalism

EXPERTISE

Fundamentals of Computer

- Microsoft Word.
- Microsoft Excel.
- Microsoft Power point.
- Email writing.

LANGUAGE

- English.
- Hindi.
- Odia.

HOBBIES

- Listening Music.
- Playing Sitar.
- Internet Surfing.

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am adaptable to all challenging situations. I can work well both in a team environment as well as using own initiative and adhere to strict deadlines. I have good interpersonal skills and always look to learn something extra. I am well organised and always plan to make sure I manage my time well. I am friendly, helpful and polite and have a good sense of humour.

EDUCATION

Qualified for JRF and ASSISTANT PROFESSOR

M.COM in Accounting

Utkal University, Bhubaneswar

82.36 %

2020-2022

B.COM in Accounting

Maharishi College of Natural Law, Bhubaneswar

71.38 %

2017-2020

INTERMEDIATE (+2 Commerce)

Maharishi College of Natural Law, Bhubaneswar

79.67 %

2015-2017

MATRICULATION

AS High school, Nuapatna

79.17 %

2013-2015

WORK EXPERIENCE

- Feb 2023: Guest Faculty at Utkal University, Bhubaneswar

KEY SKILLS

- Capabilities to handle manifold tasks in pressured surroundings.
- Ability to work effectively despite time and constraints and pressure.
- Actively participate and contribute to enhancing team performance and workflow.
- Able to achieve immediate and long-term goals.
- Easily get involve with the new people.
- Good explanation skills.