

# RESUME

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**RAMA MEHER**  
**S/O-KARUNAKAR MEHER**  
**AT/PO-BARPALI**  
**PS- BARPALI**  
**DIST – BARGARH**  
**ODISHA**  
**PIN- 768029**  
**MOB: 7377004985**  
**E-mail: rama.meher10.rm@gmail.com**



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## CAREER OBJECTIVE:

To make sincere and continuous efforts towards building a promising career and to take challenges in life so that; I can contribute to the growth and success of the organization I am working with.

## PERSONAL SKILLS:

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, hardworking, adaptive, willingness to learn.

## COMPUTER PROFICIENCY:

- HDCA
- OS Environment : TALLY
- Application Software : MS-Office (Word, Excel, PowerPoint)
- Data Entry In English

## EDUCATIONAL BACKGROUND

- B.A From SJSV Puri In 2010
- I.A From SJSV Puri In 2007
- Matriculation From Govt.Boy's High School, Bijepur in 2004

## STRENGTHS:

- Hard working & dedicated with an ability to take up responsibility.

- **Knowledge of all aspects of handling construction projects.**
- **Ability to work in time bound manner & deliver assignment as per schedule**
- **Strong communication, presentation & interpersonal skills**

#### **Experience:**

- **One year Data Entry operator in English Language in a Technical Institution at Sambalpur.**
- **One Year Data Entry Operator in English Language in a SUNRISE Hospital at Rourkela.**

#### **HOBBIES & INTERESTS:**

- **Playing Cricket**
- **Listening music**
- **Reading Newspaper**

#### **PERSONAL DETAILS:**

**Name** : Rama Meher  
**Father's Name** : Mr Karunakar Meher  
**Present Address** : Jayadurga Nagar, Bomikhal, BBSR-751010  
**Gender** : Male  
**Date of Birth** : 5<sup>th</sup> Apr, 1989  
**Marital status** : Unmarried.  
**Religion** : Hinduism.  
**Languages Known** : Oriya, English, & Hindi.

**Place:** BHUBANESWAR

**(Rama Meher)**