**RESUME**



**Santosh Kumar Patnaik**

At/po-G.A Colony, Bharatpur

BBSR, Odisha-751003

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**E-mail:smartsantosh1988@gmail.com**

**CAREER OBJECTIVE:**

To have a successful career in the area of Skill Development platform in which I can get an

Opportunity to proof my self-excellence, dynamism and efficiency as a professional in a challenging atmosphere of the organization.

**EDUCATIONAL QUALIFICATION:**

* **MCA: 69% Mark** FromIGNOU, Study Center (Khalikote College Berhampur, Odisha), in 2011.
* **BCA: 65%** marks from Academy Of Technocrats, Berhampur under Berhampur University in2008.
* **12th**: 40**%** marks from Ramnarayan College Dura**,** Berhampur, Odisha in 2005, BOARD-CHSE, and Odisha.
* **10th: 63%** marks from S.L.N.M. Municipal High School, Berhampur, in 2003, BOARD-HSC, Odisha.

**STRENGTH:**

* Disciplined, dedicated, and committed, with an ability to easily adapt to changing work environment and technology.
* Achievement oriented.
* Hard worker and work in a team.
* Ability to work under pressure.

**TECHNICAL PROFICIENCY:**

* Operating System : DOS, Windows family,

Server 2000 & 2003

* Development Environment : C, C++, Visual Basic, HTML, Visual FoxPro   
   Visual Studio.NET, , Java Script, CSS
* Databases : Ms Access. , SQL+, RDBMS
* Packages : MS Office,
* Designing Tools : Adobe Photo Shop 7.0,

PageMaker 6.5, Corel Draw,

Dream Weaver MX.

* Video Editing tools : Adobe Premiere pro, Pinacle Studio 10.0,
* NETWORKING : FTP, Installation of Software, fault identifying,

hardware & networking (LAN & WAN).

**EXPERIENCE:**

* Currently Work as “Centre Manager” at ABBEY WEST SERVICES PVT. LTD., BHUBNESWAR. (JANUARY 2021 to Till Date).

Description:

Abbey West Service is a Project Implementation Agency, which handling several types of Central & State govt. skill development projects. I am working as a “Centre Manager” also take Soft skill & Career Development Class of Candidates, Placement Tracking project implemented by DDUGKY Projects. Here I am Taking care of Operation of DDUGKY Project.

* 2Year & 6 Month Experience as “Project Coordinator” at Upasana Education Trust, BHUBNESWAR. (July 2018 to December 2020).

Description:

Upasana Education Trust is a Project Implementation Agency, which handling several types of Central & State govt. skill development projects. I am working as a “PROJECT COORDINATOR” project implemented by NSDC, PMKVY, DDUGKY, NSFDC, CSR Projects. Here I am Taking care of Operation, Analysis, (MIS) of above projects.

* 7 Months Experience as “ASSOCIATE PLACEMENT COORDINATOR” at AISECT, BHUBNESWAR. (2017 to 2018)

Description:

AISECT is a ltd. company, which handling several types of Central & State govt. skill development projects. I am working as a “ASSOCIATE PLACEMENT COORDINATOR” project implemented by PMKVY, OSDA, CSR Projects. My Job Role In this Organization is to Organize Job Fair, Placement Mis Report Analysis, Reporting to senior authority, Making Good Relation With Employer & Govt. Nodal Officers,

* 1 Year Experience as “Q-TEAM & PLACEMENT HEAD” at J & J HOTMAX Pvt. Ltd.(2016-2017)

Description:

J & J HOTMAX is a pvt. ltd. company, which handling several types of Central & State govt. skill development projects. I am working as a “Q-TEAM & PLACEMENT HEAD” project implemented by MORD(Ministry of rural development) under DDU-GKY.

* 1 &Half Year Experience as “CENTER MANAGER” at Skillpro India Pvt. Ltd. (2014-2016)

Description:

Focus skillpro is a ltd. company, which handling several types of Central & State govt. skill development projects. I am working as a “Centre manager” & Handling “ROSHNI” project implementted by MORD(Ministry of rural development) under DDU-GKY.

* 4 Year & 3 Months Experience as a Computer Operator cum Faculty in NGO called iLEAD(A Project of Aide-et-Action) . (2009-2014)

Description:

Aide –et-action is a international NGO, which provides several types of projects through over world. I am working in iLEAD(initiative for livelihood education & development) project & operate as a center manager as well as IT Trainer certified by Microsoft. In iLEADi have working in SGSY, Youth spark, SDTT projects. Job Role In aide-et-action Is Mobilization, Training, Placement, and Organize Placement meeting for Candidates.

* 2 Year Experience as a Faculty in “DATAPRO COMPUTER Pvt. Ltd.” (2007-2009)

Description:

DATAPRO Computer Pvt. Ltd is a Computer education Company, which provides software solutions & handling state govt. & central govt. Skill development projects etc. I am handling the part of trainer of SUDA & OSFDC projects as well as placement sector.

**AREAS OF INTEREST:**

* Surfing Internet
* Playing cricket
* Listening Music
* Traveling

**LANGUAGE PROFICIENCY:**

* Fluency in English,hindi,oriya
* Mother language:- Oriya

**PERSONAL PROFILE:**

Name : Santosh Kumar Patnaik

Father’s Name : Gopal Charan Patnaik

Mother’s Name : Kiranbala Patnaik

Permanent Address : Chankyanagar, lanjipalli,

Berhampur, Dist-Ganjam

Odisha-760008

Date of birth : 19.05.1988

Gender : Male

Category : General

Religion : Hindu

Nationality : Indian

**DECLARETION:**

I, hereby, declare that all the facts provided therein are true and genuine to my knowledge and belief.

Place:

Date: Signature