



MENGHNATH SAHU

Vill+Post – Mopka, Block – Bhatapara

Dist - Balodabazar (C.G.)

Phone No. +91 8378879883

E-MAIL – sahumenghu31@gmail.com

Objective:-

To work hard and grow in a positive and healthier way professionally by gaining and utilizing knowledge to the zenith in the field of office management, which can help me to contribute my skill for the development of the institution.

Experience / Internship:-

- Working in NARAYANI HOSPITAL as an Billing Executive from Jan-2021 to Till now.
- Computer Operator and Programming (COPA) from South Eastern Coal Field Limited (SECL) Bilaspur from Oct 19 – Dec 2020
- Work as a Front office Receptionist in hotel CELEBRATION from aug-2016 may 2017

Education:-

- **B.Sc (2021):**
Complete B.Sc (Biology) with 48% from GNA College (Pt. Ravishakar University) Bhatapara Balodabazar (C.G.).
- **COPA (2018):-**
Complete Computer operator & Programming Assistant (NCVT) with 78.25% marks in year 2018 from UDDAAN private I.T.I. Bodri Bilaspur.
- **Hospitality:-**
Complete hospitality certificate (PMGKY) in year 2015 from PMGKY training center Raipur.
- **Higher Secondary (2015):**
Complete Senior School Certificate Examination (CGBSE) with 52% marks in year 2015 from higher secondary Govt. School Mopka.

- **High School (2013):**

Complete high school Certificate Examination (CGBSE) with 59.33% marks in year 2013 from Govt. high School Mopka.

Computer Knowledge:-

Basic knowledge – MS WORD, MS EXCEL, POWER POINT, HINDI-ENGLISH TYPING

Personal Information:-

- Fathers name : Tukaram Sahu
- Date of Birth : 15th of March 1995
- Nationality : Indian
- Religion : Hindu
- Language : Hindi English

Declaration:

I hereby declare that the particulars mentioned above are true to the best of my knowledge and belief.

Date -



Menghnath Sahu