

PRIYANKA PRIYADARSINI DASH

📍 42 Mouza, Cuttack, Odisha, India

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Zoology postgraduate with practical experience in billing, ledger maintenance, data entry, and accounting support in a manufacturing company. Proficient in Microsoft Excel, MS Office, AI prompt engineering, AI image/video generation, and digital productivity tools. Passionate about teaching all subjects from Class 1–10 and Biology for Class 11–12. Seeking opportunities in Accounts, Administration, Back Office, Data Entry, or Education.

WORK EXPERIENCE

- Billing & Accounts Assistant
Manufacturing Company (2023–Present)
 - Preparing invoices and billing documents
 - Maintaining customer and vendor ledgers
 - Data entry and record management
 - Assisting in accounting activities
 - Managing records using MS Excel and MS Office
 - Supporting office administration

EDUCATION

- **M.Sc. Zoology:** Utkal University (2024–2026) – Final Semester Examination Completed; Result Awaited
- **B.Sc. (Hons.) Zoology:** Govindpur Degree College, Utkal University (2021–2023)
- **Higher Secondary (Science):** Sophia Higher Secondary School, Cuttack (2018–2020)
- **Secondary:** Saraswati Sishu Mandir, Bentkar, Cuttack

TECHNICAL SKILLS

- MS Excel
- MS Word
- MS Office
- PGDCA
- Billing & Invoicing
- Ledger Maintenance
- Accounting Support
- Tally prime (Beginner)
- Data Entry

AI & DIGITAL SKILLS

- AI Prompt Engineering
- AI Image Generation
- AI Video Generation
- Canva (Beginner)
- Internet Research
- Digital Documentation

TEACHING SKILLS

- Can teach all subjects from Class 1 to Class 10

- Can teach Biology for Class 11 & 12
- Strong communication and concept explanation
- Patient and student-focused approach

LANGUAGES

English • Hindi • Odia

PROFESSIONAL SKILLS

Attention to Detail • Analytical Thinking • Time Management • Teamwork • Communication
• Quick Learner • Organizational Skills

TYPING SPEED

English Typing: 35–40 WPM

CAREER OBJECTIVE

To build a successful career in Administration, Data Management, Office Operations, or Education by utilizing my technical knowledge, practical experience, and problem-solving abilities while continuously learning and contributing to organizational success.