

Cover Letter

SUKANT SWAIN

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Respected Sir/Ma'am,

I am writing to apply for a position in your organization. With my diverse experience in ERP executive and IT support, where I handle data entry, data analysis, prepared a meaningful report, billing, data cleaning and back office management, technical support work, Along with this, I have entrepreneurial experience by running Mahadev Finance and Kriyansh Café, where I managed operations, customers handling, financial activities, business management, coordinate with team and sales. I also have experience as a Medical Representative and as a teacher. I have included my former employment and qualification details in my enclosed resume.

I have always been interested in learning new skills and taking on new challenges. I am confident in my ability to contribute effectively. My previous roles and entrepreneurial journey show that I am capable of handling responsibilities and delivering results.

I would like to work in your organization and give my best contribution.

I look forward to hearing back from you regarding my application. Thank you so much for your valuable time and consideration.

Place: - Noida

(Sukant Swain)

Resume

PROFESSIONAL PROFILE

A dedicated and multi-skilled professional with hands-on experience in ERP operations, IT support, sales, teaching, and entrepreneurship. I have successfully handled multiple responsibilities across different domains, which has helped me develop strong problem-solving abilities and adaptability.

I have built and managed my own ventures like Mahadev Finance and Kriyansh Café, where I handled operations, customer relations, and financial activities. These experiences have made me confident in managing real-world business challenges.

I am a quick learner, hardworking, and always ready to take new responsibilities. I am highly interested in growing professionally and contributing effectively to the organization. I believe in continuous learning and I am committed to improving my skills and performance in every role I take.

Objectives

To obtain a challenging career with an esteemed organization that would give me the scope to fully utilize my abilities and skills in a creative way for the achievement of the organization's goals simultaneously widening my share of knowledge and enhancing my professional skill.

Professional Experiences

- Entrepreneur – Kriyansh Café (Jun 2025 – Mar 2026)
Managed complete café operations including staff, customers, inventory, and finance.
- ERP Executive & IT Technician – Meenu Creation LLP (June 2022 – May 2025)
Handled ERP system including billing, Maintain update raw material to shipping, GRN, reporting, and data management, DPR Report, Provided IT support such as system installation and networking, Proficient in ERP systems and IT troubleshooting.
- Entrepreneur – Mahadev Finance (Oct 2019 – Mar 2020)
Handled financial services, customer dealing, and daily operations.
- Medical Representative – Canixa Pharmaceutical (Nov 2018 – Nov 2019)
Promoted products, handled clients, and achieved targets.
- Teaching Experience (2 Years) during my bachelor degree.
Taught students from class 7 to 10 and helped them improve academically.

Educational Profile

1. I have completed my bachelor degree B. Sc in PCM Subject from Utkal University Odisha in 2017
2. PGDCA from Wisdom Computer Academy
3. “O” level in computer Science from OCA, Cuttack (IT tools, Network basic, web designing and publishing, Programming and problem solving , internet of things).
4. CCCPP on CNC programming Practice from CTTC Bhubaneswar
5. EDP (enterprises deployment program) from CTTC Bhubaneswar

Personal Details

Name: - SUKANT SWAIN

Father's Name: - Late Shri Jogendra Swain

Data of birth:- 15 june 1995

Language known:- Odia, English, Hindi

Material status:- Unmarried

Address: -Srichandanpur, Pokharia Pada Jagatsinghapur Odisha

Declaration

I hereby declare that all the above-mentioned statements are true to the best of my knowledge.