



# Prasant Kumar Biswal

**PEON**

## Education

BA, Utkal University, 2015  
Orissa

## Experience

*04/09/2010 – Present*

Peon • House Keeping Incharge, RBANM's First Grade College

Key Responsibilities

- Coordinating the maintenance and repair of office equipment.
- Housekeeping e.g. Sweeping, Moping. Taking Care of Hygiene and Cleaning of office.

## Communication

[You delivered that big presentation to rave reviews. Don't be shy about it now!

This is the place to show how well you work and play with others.]

## Leadership

[Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?

You're a natural leader—tell it like it is!]