

RESUME

Career Objective

Looking for a challenging position in a dynamic organization which will give me the space to grow and enhance my potential for a long-term career and where my enterprising, presentation, analytical and communication skills can be optimally utilized towards the continuous growth and advancement of the organization.

Educational Qualification

- Pursuing Master's (English Literature) from IGNOU.
- Graduation (ENGLISH HONS.), from KOLHAN UNIVERSITY (2014-17).
- 12th from Jamshedpur Women's College, Ranchi University (2002-04).
- 10th from S.M.G.H. School, JSEB Board in 2002.

Computer Proficiency

- MS-Office package (Microsoft Word, Excel, PowerPoint, Web browser and Microsoft Outlook /Outlook Express).
- Operating Systems – Win-2000, 2007, 2008, 2010.

Work Experience

1 year of Experience in back office job in a Share trading company:

- Stocks handling.
- Daily Reports of market closing, mailings etc.

9 months of experience in TBSS Jamshedpur as a CCE:

- Attending customer queries and providing effective resolution.
- Team management and organizing creative events.

6 months of experience in BRADVIP Industrial Marketing Pvt. Ltd. As a Senior-Executive:

- Quotation making online and offline for Govt. and Private Organization both.
- Creating online permit under Jharkhand Govt. Website.
- Email-Operations, Online Bidding for tenders etc.

2 years experience of working in JUSCO Town Electrical, Power Services Division as a team member of Connection Management System:

- Data Entry in Excel & VIDUSHI (Internal Software Package of JUSCO).
- SAP-R3 & SAP-ISU.

Worked as Admin for 4 months with Project Management Officer in Tata Steel ITE'S Project Teams:

- Arrange meetings, send meeting invites, prepare MoM and circulate.
- Review the progressive status of projects through the JILE system.
- Prepare a presentation for the Monthly Review Meeting.
- Review and Prepare Monthly Reports for each team etc.

Personal Details

Date of Birth	:	5th September, 1987
Gender	:	Female
Marital Status	:	Married
Spouse Name	:	Arka Dasgupta
Nationality	:	Indian
Language known	:	Bengali, Hindi and English
Hobbies	:	Reading Books, Listening Music, Cooking, Traveling.
Strengths	:	Ability to learn new things faster, hardworking, punctual.

Declaration

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