



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

01.03.2023 - 1.10.2023

PALCO Facility Management Services Pvt. Ltd.

Marketing & Human Resource Executive & Office Administration

Data Management.

Lead Generation.

Operation of Sites.

Wage sheet of security & Housekeeping

Handling PF & ESIC

Handling Pages Software for Employees Data and Payslips and Attendance

Maintain employee data base.

Update HR data base.

Assist in payroll preparation by providing relevant data.

Prepare reports and presentations for group development.

06.07.2021 -
01.10.2022

Befach 4x Pvt Ltd

Marketing & Sales Executive

Acting CRM

Lead Management.

Domestic Customer support.

Social Media Marketing.

Product Sales.

Coordinating with Offline & Online Complaints.

Customer Acquisition.

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Ebix Cash World Money

Junior Sales Intern

6 months paid internship in sales of Forex Card. An easy, safe and cashless way of carrying currency.

EDUCATION

2008

Bantra .B.B.P.C Girls' High school

Secondary

60%

2010

Bantra .B.B.P.C Girls' High school

Higher secondary

61%

2014

Calcutta University

Bachelor's in Arts

48%

2017

Rabindra Bharati University
Masters in English Literature
50%

2020

West Bengal University of Science and Technology
MBA
7.9

SKILLS

Self-Management
Teamwork and Collaboration
Problem Solving
Professionalism and Strong Work Ethic
Leadership

LANGUAGES

English
Hindi
Bengali

PERSONAL DETAILS

Marital Status : Married
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D.POOJA