**CURRICULUM VITAE**

**Full Name**: N.LEOFF

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**PROFILE**

* Completed my semester-v from St Xavier’s College,Kolkata in B.com HONS (FINANCE)
* Quick learner, exceedingly goal-oriented, innovative and adapts easily to new environments
* Evident flexibility in handling of tasks both individually and in team format
* Have the fluency in three languages(English, Hindi, Bengali), shows great communication abilities with various kinds and types of people and races
* Confident and  resourceful with a willingness to learn new concepts and apply them to yield successful results

**QUALIFICATION**:

* ISC 2012(CL 12)
* Semester-VI in Bachelor of Commerce (Hons) in accounting and finance
* **Computer Proficiencies:**  MICROSOFT OFFICE,TALLY ERP -9

EXPERIENCE

* Currently the best NCC cadet of my college, 2013
* Worked as VOLUNTEER for INDIAN CATHOLIC YOUTH MOVEMENT for 1.5 years
* Currently also member of PRISON MINISTRY INDIA(PMI) in association with the MISSIONARIES OF CHARITY SISTERS

**ACHIEVEMENTS**

* 1st position in national quiz competition conducted by NCC in Ladakh , JAMMU & KASHMIR, INDIA
* 4th position in national debate competition conducted by NCC   
  3rd position in quiz competition conducted by NCC at state level
* Receiver of gold medal for the best NCC performance at college level, 2013
* Stood 2nd in the relay race conducted at the school sports
* Stood 2nd in general proficiency in class 11

INTERNSHIP

* BERGER PAINTS INDIA LIMITED

: PROJECT –WORKING CAPITAL MANAGEMENT