

RESUME

NAME: SAMIRIKA PANDA
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EDUCATIONAL QUALIFICATION

DEGREE	YEAR	UNIVERSITY	PERCENTAGE
SECONDARY	2010	WEST BENGAL BOARD OF SECONDARY EDUCATION	68.8%
HIGHERSECONDARY	2012	WEST BENGAL BORD OF HIGHER SECONDARY EDUCATION	50%
GRADUATION	2015	CALCUTTA UNIVERSITY	50%

WORK EXPERIENCE

- Office Coordinator (MARCH 2015- APRIL 2019) DEE POWER CORPORATION, 22 C R Avenue, West Bengal-700072
- Virtual Relationship Manager (JUNE 2019- NOVEMBER 2021) HDB Financial Services Ltd., Gillander House , No 8, Netaji Subhas Rd, 4th Floor, Fairley Place, B.B.D.Bagh, Kolkata, West Bengal 700001
- 6 Month experience in Policybazaar.com as an Associate Sales Consultant.
- 6 Month Experience in Axis bank As An Assistant Manager

STRENGTHS

- Goal oriented
- Positive attitude towards learning
- Very quick at work and manage time efficiently to meet deadlines

SKILLS

- Basic knowledge in computer skill including word processing, managing computer files CRM & Flexcube.
- Customer Handling

PERSONAL PROFILE

RELIGION: HINDU
SEX: FEMALE
NATIONALITY: INDIAN
LANGUAGE KNOWN: ORIYA ,HINDI,ENGLISH,BENGALI

PERMANENT ADDRESS

16A, FAKIR HALDER LANE, NEAR KALIGHAT POLICE STATION,KALIGHAT
KOLKATA 700026

HOBBIES

- Listening to Music

DECLARATION

I hereby declare that the above information are correct as for my knowledge .

DATE

PLACE:KOLKATA