Rishita chatterjee

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# Objective

To kick start my career in official job in any field where I can perform my duties as well as learn a lot of new things helpful for my professional career, with utmost dedication and commitment ushering in me to find the best role fit for me. Not interested in any sort of sales or target related job roles.

# Experience

Front Desk Executive | 10.01.2022 to 5.06.2022

●Worked as Front Desk executive in Purnam Medicare by managing all the administrative works of the clinic including fixing meetings with Doctors, managing clinic documents, interacting with clients as a mediator.

●Personal Secretary

Worked as Personal Secretary under an Individual from duration 10.07.22 to 10.12.22 which included managing all her calenders, scheduling of meetings, handling her social media pages, handling her calls and traveling with her for business meetings if required.

●Frugal Labs Tech solutions

Worked as Hr executive and Manager at Founder’s office in Frugal Labs Tech solutions as full time employee from duration 03.05.2023 to 29.02.2024. The Job role consisted of managing all official works, keeping records of it, communicating with clients both inside and outside of company. Handling social media pages of the company’s profile, onboarding of candidates, recruiting them etc.

# Education

● Completed Matriculation from Marias Day School in 2014 with 72.80%.

● Completed Intermediate from Maria’s Day School in 2016 in Commerce stream with 79.75%.

● Completed Graduation in B.A. Hons (English) in 2019 from Calcutta University with 54.50% .

● Diploma in Computer Applications from Webel Technology.

● Basics of Computer Fundamentals.

# Skills

* Interested in exploring new Genres of Novels along with with writing of Novels and poems and content and blogs.
* Good communication and writing skills in English, Bengali and Hindi.
* Good logical and thinking capacity necessary for research oriented works.