**MONALISA BAIDYA**

Present address : 273 Brahmapur Nath Para

Kolkata 700084

Contact no: 8820534310 , 8981210513

Email : monalisab66@gmail.com

**Personal Summary**

* A bright , talented , adaptable and resourceful candidate with lots of commonsense and a conscientious, hardworking confident attitude .
* Keen to find a challenging position within an ambitious and forward thinking company where I will be able to develop my abilities which will make best use of my existing skills and also further my development.

**Career objective**

To excel among the Professionals. Where I can utilize my skills with commitment and dedication for the progressive growth of the company.

**Academic Qualifications**

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| --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| B.Sc. Microbiology( hons) | St.Xavier’s College, Kolkata | University of Calcutta | 2012 | 73.60  CGPA – 7.73  GRADE –A |
| All India Senior School Certificate Examination ( Class 12 ) | B.D. Memorial Institute | Central Board of Secondary Education | 2009 | 82 |
| All India Secondary School Examination ( Class 10 ) | B.D. Memorial Institute | Central Board of Secondary Education | 2007 | 82 |

**Efficiency in computer**

Profiency in MS Word, Excel, Powerpoint, HTML, Operating system,DBMS ,etc.

**Achievements and Extracurricular activities**

* Completed **6th year** of **Fine Arts** .
* Participated in **Modern trends in Microbiology**, 2010 , a 2- Day session held by Department of Microbiology , St.Xaviers College, Kolkata.
* Participated in **98th Indian science Congress ,2011**, held at Chennai, from St.Xavier’s College , Kolkata.
* Participated in social activities organized by **National Social Service** and was an active member of **All India Catholic University Fedaration**.

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**Key Skills and Competencies**

* Able to work as a part of a team or alone.
* Strong and excellent communication skills to assist with query resolution.
* Confident attitude with a proactive approach to work.
* Ability to manage multiple tasks simultaneously.

**Personal Skills**

* Keen to learn
* Tenacious work ethic
* Positive attitude
* Decision making
* Pro-active problem solver
* Attention to detail
* Time management
* Perseverance

**Personal details**

Name : Monalisa Baidya

Address : **273, Brahmapur Nath Para , Kolkata**

**Kolkata 700084**

Father’s Name : Gopal Baidya

Telephone

(Residence) : 033 24100743

Mobile : **8820534310 , 8981210513**

Email id : [monalisab66@gmail.com](mailto:monalisab66@gmail.com)

Date of Birth : **29.06.1990**

Driving License : Yes

Nationality **: Indian**

Marital status : **Unmarried**

Linguistic abilities: **English, Hindi,** Bengali

**References**

Available on request.

**I hereby declare that all the given informations given by me are true and best of my knowledge.**