

CURRICULUM VITAE

Aakanksha Chhetri

CONTACT

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Phone NO.- 7478039440



ADDRESS:

Permanent- Kalihjora,
Darjeeling, West Bengal
PIN – 734320

CURRENT- West Bengal, Kolkata
Tollygunge
PIN-700033

➤ Career Objective:

Looking for the opportunity to work with your progressive organization that gives me scope to update my knowledge and skill and be the part of an organization

➤ Education:

o **BBA (Accountancy, Taxation & Auditing)**

Inspiria Knowledge Campus MAKAUT University (2021-2024)

o **Higher Secondary Education**

Techno India Group Public School (2020-2021)

o **Secondary Education**

Techno India Group Public School(2018-2019)

➤ Work Experience:(Internship)

o **HR Intern**

MAYFAIR Tea Resort Siliguri (March-May 2024)

- Managed employee onboarding and offboarding in organization system
- Managed and created employee files with proper documents and maintain
- Maintained and organized filling system for confidential employee record

- **Digital Marketing**

Macro Webber
(August-October 2022)

- Conducted market research, analyzed current trends and created content for multiple social media platforms including Facebook, YouTube & Instagram
- Actively participated in weekly team meetings, contributing to brainstorming sessions and idea generation

➤ **Skills:**

- Excel
- Ms office
- Keyword research
- Google Doc
- Communication
- Adaptability
- Time management
- Flexibility

➤ **Language Known:**

| Read | Speak | Write |
|-------------|--------------|--------------|
| English | English | English |
| Nepali | Nepali | Nepali |
| Hindi | Hindi | Hindi |

➤ **Personal Information:**

- Date of Birth : 14.02.2004
- Gender : Female
- Marital Status : Unmarried
- Contact no. : 7478039440
- Father Name : Bharat Chhetri
- Mother Name : Mala Chhetri

➤ **DECLARATION:**

The above information is true to the best of my knowledge and belief

AAKANKSHA CHHETRI