

Mithu Sutradhar

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CAREER OBJECTIVE

To have a challenging career in an organization that enhances learning exposure to new ideas and concepts which simulate personnel and professional growth and be able to apply my knowledge and skills maximize my potential towards better output that would be beneficial to the organization and me.

PERSONAL PROFILE

- Fresher.
- Positive attitude and strong sense of responsibility.
- Ability to work under pressure in fast paced environment and easily adaptable
- Eager to learn and open for further development.
- Disciplined, Enthusiastic and Hardworking.

WORK EXPERIENCE

- Fresher.

EDUCATIONAL QUALIFICATION

Degrees	Board/University Name	Year of Passing
B.A.	NETAJI OPEN UNIVERSITY	2017
Higher Secondary	(W.B.B.H.S.E)	2007
Tenth	(W.B.B.S.E)	2005

EXTRA CURRICULAM

- MS Word, MS Excel, PowerPoint, Internet (2010) email.
- Diploma in Primary Teachers Training (P.T.T.I.).
- Diploma in Classical Dancing (Bangiya Parishad)

SKILLS ACQUIRED WHILST WORKING

- Ability to deal with large transaction volumes.
- Cash, Cheque, Electronic payments processing.
- Being responsible for accuracy of a till & keeping the till safe tidy and clean.
- Working efficiently under pressure.
- Operating POS System frequently.

KEY COMPETENCIES

- Performing basic math Computations Such as subtraction, and division Etc.
- Identifying and addressing customer needs.
- Building and maintaining good relationship with customers.

PERSONAL PROFILE

Age & Date of Birth : 31 yrs, 28/03/1988
Marital Status : Married
Nationality : Indian
Religion : Hinduism

Language Known : Hindi, Bengali.

DECLARATION & CONCLUSION

I hereby certify that the above information are true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

Date –

Place – Kolkata.

Mithu Sutradhar