

Curriculum vitae

Name: ANKITA SAH

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CAREER OBJECTIVE

To get a good position in your progressive company to implement my knowledge, ideas and skills with my creativity and to grow along with the organization.

EDUCATIONAL BACKGROUND

<u>DEGREE</u>	<u>NAME OF THE INSTITUTION</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE</u>
BBA	Dinabandhu Andrews Institute of Technology & Management, WBUT	2019 - 2022	CGPA -9.7
STANDARD 12	Lions Calcutta Greater Vidya Mandir, ISC	2017 - 2019	73%
STANDARD 10	Lions Calcutta Greater Vidya Mandir, ICSE	2017	74%

PERSONAL ABILITIES

- Soft-spoken with good communication skill
- Quick decision making
- Adaptable to Changing Environment, Extrovert and Self Motivated
- Ability to work independently both with minimal supervision as well as in a team

COMPUTER SKILLS

- Well experienced with use of internet.
- Sound knowledge of MS-Word, MS- Excel, MS -PowerPoint.

ACHIEVEMENTS

- Certificate In Computerized Office Management (CCOM)
- Successfully completed The Fundamentals of Digital Marketing
- Project done on HR (Training need analysis of IOCL)
- Internship Done as a TalentAcquisition (HR) at SBHR Counsultancy

EXTRA CURRICULAR ACTIVITIES

- Participated in various cultural activities
- Got second place in Portrait Making Competition
- Got first place in Essay Competition
- Taken part in various Sports Competition

PERSONAL DETAILS

DOB : 17th April 1999

LANGUAGES KNOWN: English, Hindi and Bengali.

HOBBIES : Dancing,Cooking, Painting

Declaration: I confirm that all the information provided by me is true to the best of my knowledge and belief.