

ANKITA DUTTA

STUDENT

CONTACT

-  Kharagpur, West Midnapore
-  8250751885
-  a81447653@gmail.com
-  17th December, 1995

OBJECTIVE

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

LANGUAGE

- ✓ Bengali, Hindi, and English 

SKILLS

- Diploma in Computers 

INTEREST

- Learn new things

WORK EXPERIENCE

Program Manager

Global Book Publishing

I am responsible for managing each project. I communicate with the authors directly, and work diligently with the team.

June, 2021 - Present

EDUCATION

Bachelor of Business Administration in Retailing

Indira Gandhi National Open University

August 2021 - Present