**Objective**: To utilize my knowledge and skills at the fullest for the growth of organization.

**Work Experience**

1. Working at The Laughing Trails since 4th December, 2018 till now as a Teacher.

Responsibilities-

* Teaching Spoken English and Phonetics to kids between the age group 1-10.
* Taking Speech and Drama Storytrail workshops for kids between the age group 3-12.
* Helping in the registrations via calling.
* Taking Online Workshops on Public Speaking, Personality Development and Improving Spoken English for children between the ages of 3-10 years.
* Supervising Operations , Marketing and Human Resources.

1. Worked in The Chopras as a Visa Co-ordinator from January 2018 till August 2018. Job Responsibilities-

* Co-ordinate with students and parents for Student Visa Application for UK, Australia, USA, Canada, Ireland, Spain, Italy, Belgium, New Zealand, Singapore and Hongkong.
* Be in touch with Embassies for new updates regarding student visa applications.
* Manage the Education fairs for Lucknow Branch.

1. Worked in Little Millennium, Aliganj from 19th December 2016 till January 2018 as a Spoken English Teacher.
2. Started working in R.M. Futuretech Pvt. Ltd. from 1st June 2014 till 17th December 2016 in Back Office/Admin Department.

Job Responsibilities-

* Maintaining the day book
* Maintaining the record for all payments done and received.
* Maintaining the record for all the tenders, notifications and specifications of the products required by the clients.
* Recruiting for Marketing and Engineer positions
* Co-ordination with clients for fast and efficient services, customer satisfaction and solving problems, if any.

**DETAILS OF EDUCATIONAL QUALIFICATIONS:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Exam passed | University/Board | Year of Passing | Percentage |
| 1. | UGC-NET | CBSE | 2015 | 60% |
| 2. | M.Sc. (Resource Management) | SNDT Women’s University, Mumbai | 2014 | 72.13% |
| 3. | B.Sc. (Clinical nutrition and Dietetics) | Isabella Thoburn College, Lucknow University | 2012 | 72.6% |
| 4. | ISC | Dr. Virendra Swarup Public School, Lucknow. | 2009 | 85.5% |
| 5. | ICSE | Dr. Virendra Swarup Public School, Lucknow. | 2007 | 91.6% |

**DETAILS OF AWARDS**

|  |  |  |
| --- | --- | --- |
| Achievements | Organisation | Year |
| University topper | Isabella Thoburn College, Lucknow University | 2012 | |

**DETAILS OF AWARDS AND PRIZES WON IN CO-CURRICULAR ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Achievements | Awards | Organization | Year |
|  | Second | Inter-house debate competition | Dr. Virendra Swarup Public School, Lucknow. | 2009 |

**DETAILS OF EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Organisation | Designation | Period |
| 1. | Asha Jyoti, NGO | Intern | 15 days |
| 2. | Josh Theatre Group | Volunteer (Translator) | 15 days |
| 2. | Sushrut Institute of Plastic Surgery (Hospital) | Intern-Dietician | 1 month |
| 3. | National Thermal Power Corporation (Northern Region Headquarters) | Intern-Human Resource Department | 1 month |
| 4. | Dena Bank | Intern-Human Resource Department | 241 hours |

**DETAILS OF ADDITIONAL TRAINING/COURSES UNDERGONE**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Institution | Details of training | Period |
| 1. | National Solid Waste Association of India & Indian Centre for Plastics in the Environment | Attended conference on waste and recycling | 1 day |
| 2. | Godrej Interio (Ergonomics cell) | Training program on Ergonomics and wellness. | 1 day |
| 3. | Johnson Tile Learning Centre | Training on tile laying and design | 2 days |
| 4. | Rotary Club of Ulhasnagar Sapna Garden, Rotary Club of Ambarnath (East) in association with Rachana Sansad’s Institute of Environmental Architecture | Rotary Youth Leadership Award | 2 days |
| 5. | National Institute of Industrial Engineering (NITIE) | Workshop on Industrial Safety and Human Factors | 1 day |

**Dissertation:-**

Dissertation on “Usability of Mobile Phones: A Comparative Study on Touchscreen, Keypad and Qwerty”.

**HOBBIES:-**

* Reading novels
* Listening to music
* Travelling

**ADDITIONAL INFORMATION:-**

Language known: - English, Hindi and Bengali

Computer knowledge: - Basic

**PERSONAL INFORMATION**

Name: - **Charulata Ghosh**

Date of birth: - 28th November, 1990

Father’s name: - Late Mr. Bhaskar Ghosh

Mother’s name: - Mrs. Bandana Ghosh

Nationality: - Indian

Permanent address: - 130/21, J.C. Bose Marg, Eastgate, Kaiserbagh, Lucknow-226 001

Contact number: - 09454831983, 08879193081

sEmail address: - charulata.ghosh132@gmail.com