

CURRICULAM VITAE

PERSONAL DETAILS :

- Name : Riya Das
- Father's Name : Ratan Das
- D.O.B : 28th January 1997
- Language Known : English , Bengali , Hindi

CAREER OBJECTIVE :

To take up any sort of challenging job commitment with my ability and knowledge to perform it successfully. I am able to work on my own initiative or as a part of a team.

ACADEMIC QUALIFICATION :

<u>Name of The Examination</u>	<u>Board</u>	<u>% of Marks</u>	<u>Year of Passing</u>
Madhyamik	WBBSE	87%	2013
Higher Secondary	WBCHSE	81%	2015
Graduation (BNGA)	C.U	58%	2018

COMPUTER PROFICIENCY :

Advance knowledge in Computer(MS Word,Excel,Power Point & Access), C ,C++, Internet handling, knowledge in GDS (Amadeus, Travelport, Sprk)

WORKING EXPERIENCE :

- 1 year as Sales Team Coordinator at Harden Bricks Pvt. Ltd.
- 4 months as Back Office Executive (Provisional) at Khosla Electronics Pvt. Ltd.(Head Office)
- 21 months working in Concentrix as Sr. Representative (MMTL process).

CONTACT DETAILS :

- Address : 48 Debendra Ghosh Road. Bhowanipore. Kolkata 700025
- Contact No. : 9330898558
- Email ID : riyadas2809@gmail.com

DECLARATION :

I certify that the informtion provided here is true and correct to the best of my knowledge. I agree to abide by the decision of organization on all matters relating to my application.