

Suchana Das

Project Coordinator and Manual Tester

1, Olai Chandi Road Kolkata, 700037

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EXPERIENCE

Infosolz Consultancy Services Pvt. Ltd., Kolkata - Project Coordinator (May 2022 – PRESENT)

- Monitoring project progress and creating project status reports for project managers.
- Executing a variety of project management administrative tasks.
- Communicating with clients and gathering their requirements and completing the project with the available resources.
- Manual testing is done before the delivery of the project to the client.

PABSCON, Kolkata – Back Office Assistant (Jan 2020 - Dec 2021)

- Conducting data entry activities, offering administrative support.
- Organizing staff meetings and Coordinating them.

Kotak Life Insurance, Kolkata - Life Advisor (Mar 2016 - Apr 2017)

- Meet the clients, offer them financial guidance and advice.
- Make the new team members and maintenance of the financial activities of the organization with responsibility for the day to day activities of our team .

SKILLS

Client Handling, Coordinating,
MS Word, Excel , PPT, Manual
Testing, Unit testing, Regression
Testing, Load testing ,
Performance testing .

LANGUAGES

English, Hindi, Bengali

CONFERENCE/TRAINING

IIM-C

Entrepreneurship Summit -
24th February 2013, Kolkata

WEBEL

Core JAVA - June 2014, Kolkata

Webtek (IBM)

JAVA/J2EE - 24th December 2014,
Kolkata

Webtek

ASP.NET - 18th June 2015, Kolkata

EDUCATION

B.Tech in IT

Calcutta Institute of Engineering and Management, Kolkata, 2016

Higher Secondary

Kendriya Vidyalaya Cossipore, Kolkata, 2012

Secondary

Kendriya Vidyalaya Cossipore, Kolkata, 2009

Declaration:

I hereby declare that all the information stated by me are authentic to the best of my knowledge and believe.

Date.....

Place.....

Signature.....