

Sampa Dutta , Office Assistant

Jaipur | 9331503732 | sampadutta1@gmail.com

www.linkedin.com/in/sampadutta1

Profile

17+ years of experience in Administrative and Mid Level Management profile in University / College

Education

Sikkim Manipal University	2013
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Master OF Business Administration (M.B.A)
HR/Industrial Relations

Other	2005
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Bachelor of Science (B.Sc)

Experience

Office Assistant Banasthali University	Mar 2019 - Present
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Office Assistant JIS Group	Aug 2007 - Mar 2019
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Office Assistant Calcutta Institute of Technology	Sep 2006 - Aug 2007
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Skills

Office Administration , Back Office , Internet , MS Office

Courses & Certifications

1 year diploma in PC application