

## CURRICULUM VIATAE

**ISITA CHAKRABORTY**  
**BACHELOR IN BUSINESS ADMINISTRATION**

Email id: [isita.info@gmail.com](mailto:isita.info@gmail.com)

Contact No :- **9083558739**

### SYNOPSIS:-

- A budding professional with **BACHELOR IN BUSINESS ADMINISTRATION**.
- Acquired practical knowledge through various trainings and academic projects.
- Ability to work in a dynamic environment and under pressure situations as individual or as a team player with the ability to understand concepts quickly.

### CAREER OBJECTIVE:-

To pursue a challenging career with a reputed organization where my potentials and talents would enable me to contribute to the growth and success to the company / group. I am capable of independently analyzing, planning a job, developing a logical scope of work considering all requirements, liaising with other department. I have been assessed of being capable of leading a work team and being a team player.

### INDUSTRY EXPERIENCE:-

- As *Customer Care Executive* in **FIRST SOURCE SOLUTIONS LTD.** From 5<sup>th</sup> August 2010 to 19<sup>th</sup> September 2011.
- As *Sr. Practitioner* in **IBM, Kolkata** from 21<sup>st</sup> September 2011 to 31<sup>st</sup> December 2013
- As *Process analyst* in **TCS, Kolkata** from 22<sup>nd</sup> Jan 2014 to 31<sup>st</sup> July 2015.
- As *Process Associate* in **OnProcess Technology** from May, 2019

### Role:

Handling Domestic and International Customer's enquiry and solve their problems and register these data in the system software.

### PROFESSIONAL QUALIFICATION:-

Name of stream	Name of board	Year of passing	DGPA
<b>BACHELOR IN BUSINESS ADMINISTRATION</b>	WBUT	2010	7.83

**ACADEMIC QUALIFICATION:-**

S.No.	Name of examination	Name of board	Year of passing	% Obtained
1	Matriculation	W.B.B.S.E	2005	70
2	H.S	W.B.S.C.H.S.E	2007	68.6

**OTHER QUALIFICATION:-**

Having speed of 35 words per minute in computer in English language typing.

**PERSONAL DETAILS:-**

Father's Name : Sri CHINMOY CHAKRABORTY

Mother's Name : Smt. MINAKSHI BANERJEE (CHAKRABORTY)

Date of Birth : 21<sup>ST</sup> JUNE, 1990

Sex : Female

Nationality : Indian

Religion : Hinduism

Marital Status : Married

Language Known : English, Hindi, Bengali

Hobbies : LISTENING SOFT MUSIC

Permanent Address: ISITA CHAKRABORTY  
D/O – Sri CHINMOY CHAKRABORTY  
P.O.- Khatra (Jaldobra) District- BANKURA  
PIN- 722140

**DECLARATION:** - These data correctly describe my qualification, my experience and me. I certify that I am available for the assignment and willing to work for your company for the proposed position.

Date - .....

Place -.....

( *ISITA CHAKRABORTY* )