**Sumita Paul**

**ADDRESS:** H/NO: 50, Pandu Loco Colony, Near Amar Deep Club, Guwahati, Assam-781012

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House no – 22, M.L.Baruah Road

**Objective:** To make a prominent place in the society where i can contribute my skills and it further leads to my career development.

**Experience:** 7 months of work experience in Future Z College.

**Proffesional qualification:**

* MBA from Royal School of Business (Under Gauhati University).
* Specialization: Marketing and Human Resource
* With CGPA 6.44 (2013)

**Summer Training:**

Done my Summer Internship Project (SIP) in Human Resource titled “Motivation level of Executives and Doctors of GNRC Hospitals, Sixmile”.

**Academic Qualification:**

1. **B.Com (2010)** 
   * **Name of college**: K.C.Das Commerce College.
   * **Specialization**  : Management
   * **Percentage scored** : 55%
2. **AHSEC (12th) (2007)** 
   * **Name of College**: K.C.Das Commerce College.
   * **Stream** : Commerce
   * **Percentage scored**: 52.6%
3. **Board of Secondary Education (10th) (2005)**
   * **Name of School** : Kamakhya Vidyalaya
   * **Stream** : General
   * **Percentage scored**: 55%

**Computer Proficiency**: Proficient in MS Office, MS Excel, MS PowerPoint, Basics of Tally erp 9.

**Beyond Curriculum:**

* Founder member of Royal School of Business’s Marketing Club – “ETHNOS-The HR Club” (2012). Organised various events under the same club which has improved my Managerial skills, Team Management skill.
* Member of food committee for “Royal Consensio” (annual college fest) (2012 and 2013).

**Personal Details:**

**Fathers Name:** Jintu Ranjan Paul

**Date of Birth:** 1st May, 1989

**Sex:** Female

**Marital Status:**Single

**Languages Known:** English, Hindi, Assamese and Bengali.

**Strengths:**

* Optimistic
* Organised
* Punctual

**Declaration:**

I hereby declare that the information mentioned above about me is true to the best of my knowledge.

Place: Date: (Signature)