**CURRICULUM VITAE**



BY RECRUITING ME IN YOUR ESTEEMED ORGANISATION YOU WILL PROVIDE ME THE OPPORTUNITY TO SHOW MY SKILLS AND POTENTIAL WITH MY HARD WORK FOR THE UPGROWTH OF THE ORGANISATION.

**NAME: SANDIPA MODAK**

**FATHER’S NAME: SATINATH MODAK**

**MOTHER’S NAME: RUPA MODAK**

**PERMANENT ADDRESS: 121/3 JAWPUR ROAD PANCHANANTALA, KOLKATA-700074**

**E-MAIL ID: sandipamodak28@gmail.com**

**CONTACT NO(S): +91 8961864369**

**DATE OF BIRTH: 04/01/1997**

**PLACE OF BIRTH: KOLKATA**

**SEX: FEMALE**

**RELIGION: HINDUISM**

**NATIONALITY: INDIAN**

**LANGUAGE KNOWN: ENGLISH, HINDI, BENGALI**

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXAMINATION PASSED** | **YEAR** | **INSTITUTION** | **BOARD/UNIVERSITY** | **BRANCH** | **PERCENT OBTAINED** |
| **10th** | **2012** | **SETH BAGAN ADARSHA VIDYA MANDIR FOR GIRLS (HIGH)** | **WBBSE** | **----** | **70** |
| **12th** | **2014** | **DUM DUM MOTIJHEEL GIRLS HIGH SCHOOL** | **WBBHSE** | **COMMERCE** | **77** |
| **B.COM** | **2017** | **ACHARYA GIRISH CHANDRA BOSE COLLEGE** | **CALCUTTA UNIVERSITY** | **HONS.** | **45** |

**CO-CURRICULAR ACTIVITIES:**

* Performed dance drama **at Rabindra bhawan in 2014.**
* Social working at Gandhi Leprosy Foundation.

**HOBBIES & INTEREST:**

* Listening song
* Acting
* Dancing

**WORKING EXPERIENCE:**

1. One year experience as a customer service agent in survey process at Nerine Infosolutions
2. 3 months experience as seller support executive in email process at Teleperformance
3. One year of experience as an academic researcher at Royal Research Content Services
4. Currently working as a customer support agent at Amazon Development Centre Pvt Ltd.

**KNOWLEDGE:**

* BASIC KNOWLEDGE IN COMPUTER & TALLY

**CAREER OBJECTIVE**

To gain employment with a company that offers me a consistently positive atmosphere to learn new technologies and implement them for the betterment of the business.

**ACHIEVEMENTS**

Actively taken part in all the co-curricular activities in school and college.

I, hereby, declare that all the above information given above is true and to the best of my knowledge.

**SIGNATURE:**

**DATE:**