**CURRICULUM VITAE **

**NABANITA ROY (SEN) Email : nabanitaroy10294@gmail.com**

**ADDRESS-33A, Vivekananda Sarani Phone No. – 8240245781**

**KOLKATA-700078**

**­­­­­­­­­­­­­­­­­­­­­CAREER OBJECTIVE:**

Seeking a position in my job where my knowledge will be utilized & I may be able to impart my

knowledgeto the organization, so that the organization may benefit from the expertise that I p**ossess.**

**EDUCATION QUALIFICATION:**

• BCOM (FINANCE) (2006-2009)FROM CHARUCHANDRA COLLEGE (UNDER

CALCUTTA UNIVERSITY) with 46% aggregate.

• HIGHER SECONDARY EXAMINATION under W.B.C.H.S.E with 55.2% aggregate.

• MADHYAMIK under W.B.S.E with 61.87% aggregate.

SOFTWARE PROFICIENCY

· Good knowledge of Tally 9

· Operating systems: MS DOS,WINDOWS 98,NT,2000,XP.

· Other: Microsoft Office Applications, Advanced computer skills & web/internet

application expertise..

**ACHIEVEMENTS:**

1. Good Student in school examinations throughout.

2. Participated in extracurricular activities in school.

**WORK EXPERIENCE:**

1. Worked as a customer care executive in First Source Solution for 5 Months

2. Worked as an information retrieval officer in Just Dial for 6 months.

3.Worked as HR executive in HOTEL TOKYO VIHAR IN BODH GAYA FOR 6 MONTHS.

4. Worked as HR Recruiter & Business Development Manager in Square 1

Consulting Services from 2012 march-2015.

5.Worked as HR Recruiter in Orion Edutech Pvt ltd from2015 august -2016 april.

**PERSONAL SKILLS:**

Comprehensive problem solving abilities, excellent verbal and written communication

skills, coupled with ability to deal with people diplomatically, willingness to learn facilitator hard

worker. Emotionally attached to works, dedicated towards work, and imparting knowledge to

people due to the flair toward teaching can be considered as an added advantage.

**PERSONAL INFORMATION:**

NAME : NABANITA ROY ( SEN)

Husband’s name : SOUMOJIT ROY

Sex : FEMALE

Nationality : INDIAN

Date Of Birth : 4 MAY 1986

Hobbies : Listening music. reading story books.

Languages known : English, Bengali and Hindi

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Place :kolkata (NABANITA ROY)