

RESUME

OBJECTIVE :

To gain maximum exposure and to enhance my professional growth while being hardworking and also to give outstanding performance and to prove myself effectively with all the hardwork and dedication.

EDUCATIONAL QUALIFICATION:

- Passed class 10th from CBSE board, with 66%
- Passed class 12th from AHSEC board, with 77.2%
- Pursuing English Hons.

EXPERIENCE AND ACHIEVEMENT

- Worked in Bigboss Digitech , Panbazar , Guwahati
- 8 months experience as a Operation executive.
- Have experience in making quotations, have maintained stores in-out stocks. Good experience in communicating with customers and handling calls and good English communication skill. Having knowledge in MS-EXCEL, MS-WORD, and MS- POWERPOINT, OUTLOOK.
- Worked in Mayur Hotel, Paltanbazar, (Three Star Hotel)Guwahati as a Back Office Executive and Reservation Executive (Sales & Marketing) for 1 year. My work includes handling customer calls, handling emails & online bookings, maintaining databases and many more.
- Presently working at Hotel Dynasty (Four Star hotel) as Sales & Marketing Executive for reservations of Rooms/ Banquets/ Restaurants and also interacting with guests through phone or through mail. Making databases, quotations etc.
- Participated in 33rd national games ,07.
- Passed the 27th Annual All India UNESCO Information Test conducted by the United School International and secured 83%
- Completed computer courses conducted by NFRWWO in MS-WORD and MS-EXEL

STRENGTHS:

- Cooperative and positive attitude.
- Ability to lead organize and work in a team.
- Good oral and written communication skill and good computer typing speed.
- Hardworking and self managed.

PERSONAL DETAILS:

NAME : Sharmistha Sarkar

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PERMANENT ADDRESS: 201/A Central Gotanagar Maligaon Guwahati-11, Assam

DATE OF BIRTH: 21-4-1990

SEX: Female

NATIONALITY: Indian

LANGUAGE KNOWN: English, Hindi, Bengali and Assamese

MARITAL STATUS: Single