

# CURRICULAM VITAE

**NAME : MANDIRA SAHA**

**ADD : 55 KABIGURU SARANI, CITY CENTRE, DURGAPUR, WEST BENGAL-713216**

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**OBJECTIVE:** To contribute creatively, towards the organization objective, using every opportunity to learn and to use my skills and knowledge to successfully handle challenges.

## **Academic Qualification**

<b>Exam passed</b>	<b>Board/university</b>	<b>Percentage</b>
GNIIT	WBCHSE	Pursuing
Graduation	Central	Pursuing
Higher secondary	Youth education board	79.85%
secondary	CBSE	6.4%

## **Professional Experience:**

- Company Name: VrTechsys Solution Pvt. Ltd.
- Designation: HR Administration

## **Job Responsibilities:**

1. Manage Online Software Development project activities for multiple projects across all project phases, including initiation, planning, execution, monitoring, control and closure.
2. Work collaboratively with Development Designer Team.
3. Control and Coordinate with a. Project schedules b. Detailed project plans c. Project scope statements d. Cost estimates e. Resource plans f. Risk and issues logs.
4. Manage the day-to-day activities of projects and staff; communicate with project teams as necessary to ensure project deliverables are on schedule and within cost parameters.
5. Manage resource planning and organizational capacity planning.
6. Coach and train project team members on Software Development processes and best practices.
7. Contribute to the design and coding of products.

## **Other Responsibilities:**

Maintaining HR activities in a office.(Campus recruitment, Hiring Professionals, others HR Polices)

Co-coordinating with developer

Works as digital marketer.

Generate genuine leads.

Contents writing as per clients demand

Works to promote the business digitally

Dealing with clients after finalized the deals

## **Professional Experience:**

- Company name: Ok Education
- Designation: Marketing Manager

**Job Responsibilities:**

- Promotion and Marketing through Internet, Onsite Meetings attending conference
- Dealing with clients and convincing them to work with us.

**Computer Knowledge:**

- Ms Word, Ms Excel, Ms Power point

**Technical Knowledge:**

- C, Asp.net, Php, HTML.

**PERSONAL INFORMATION:**

**Date of Birth:** 26/01/1996

**Marital status:** Unmarried

**Father's name:** Swarup Kumar Saha

**Permanent address:** 55, kabiguru sarani, Citycentre, Durgapur, Bardhaman, west bengal-713216

**Hobbies:** Painting, Reading books

**Date:**

**Place:** Durgapur

