

# RESUME

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## 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 10<sup>th</sup> from CBSE board, with 66%
- Passed class 12<sup>th</sup> from AHSEC board, with 77.2%
- Pursuing English Hons.

## EXPERIENCE AND ACHIVEMENT

- 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 33<sup>rd</sup> national games ,07.
- Passed the 27<sup>th</sup> Annual All India UNESCO Information Test conducted by the United School International and secured 83%
- Completed computer courses conducted by NFRWNO 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