

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

Exam passed	Board/university	Percentage
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 Policies)

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

