



## Curriculum vitae

### Personal Information

|                             |  |
|-----------------------------|--|
| <b>FIRST NAME / SURNAME</b> | SUNAYANA DEKA                          |
| <b>ADDRESS</b>              | Rupnagar, Brindavan Path, house no: 21 |
| <b>TEL</b>                  | +918450940248                          |
| <b>EMAIL</b>                | dekasunayana@gmail.com                 |
| <b>NATIONALITY</b>          | Indian                                 |
| <b>DATE OF BIRTH</b>        | 16.01,1992                             |
| <b>GENDER</b>               | Female                                 |
| <b>DESIRED POSITION</b>     | Sales Executive                        |
| <b>WORK EXPERIENCE</b>      | Potential to work as a fresher         |



## Curriculum vitae

### Education and Training

|                              |                                      |
|------------------------------|--------------------------------------|
| <b>YEAR</b>                  | 2009                                 |
| <b>QUALIFICATION AWARDED</b> | 10th                                 |
| <b>INSTITUTION</b>           | Central Board of Secondary Education |

|                              |                                      |
|------------------------------|--------------------------------------|
| <b>DATES</b>                 | 2011                                 |
| <b>QUALIFICATION AWARDED</b> | 12th                                 |
| <b>INSTITUTION</b>           | National Institute of Open Schooling |

### SKILLS AND COMPETENCES

Highly motivated to work in a team

Constantly improving skills

Organised and dedicated with a positive attitude

Relish working in a challenging environment

|                          |                          |
|--------------------------|--------------------------|
| <b>LANGUAGE SPOKEN</b>   | English, Hindi, Assamese |
| <b>OTHER LANGUAGE(S)</b> |                          |

|                                      |  |
|--------------------------------------|--|
| <b>SOCIAL SKILLS AND COMPETENCES</b> | can participate and lead in social and cultural activities and can do volunteering and debate on given topics. |
|--------------------------------------|--|

|  |   |
|--|---|
| <b>ORGANIZATIONAL SKILLS AND COMPETENCES</b> | having a knowledge about marketing and commercial business activities |
|--|---|

|  |  |
|--|--|
| <b>COMPUTER SKILLS AND COMPETENCES</b> | Java, HTML, C, C++, Microsoft Word, Microsoft Excel, MS Word, MS Powerpoint, etc |
|--|--|