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**1----------------------------------------------------Delhi,110024**[**| ----------------@gmail.com|**](mailto:raktimapaul11@gmail.com) **+91-----------------------------**

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Course/Examination** | **Institute** | **Board/University** | **Year** | **Score** |
| B.A (Hons.) English | Lady Shri Ram College for Women | Delhi University | 2018(Pursuing) | 6.61SGPA |
| AISSCE (Commerce)(XII) | Jermel's Academy, Siliguri | CBSE | 2015 | 77.75% |
| AISSE (Class X) | Jermel's Academy, Siliguri | CBSE | 2013 | 7.8 CGPA |

# WORK EXPERIENCE

**Trainer, Kaarmic Education Services, Hyderabad (***Social Enterprise start-up for low income groups)* **(3 weeks) June 2017**

* Trained students of 12th grade from unprivileged background in subjects like English Communication, Leadership Qualities.
* Organized **University Mela**, Fine Arts, sports, poetry, music competition and various class activities for the development of students.
* Planned and executed health and sanitation awareness programme and sex education classes formulated a case study on **Gender Sensitization**.
* Received “**Certificate of Appreciation**” from the Government of Telengana

**Social Media Marketing Intern, Nearbuy, QAFILA, New Delhi** *(Immersive Internship Programme)* **(4 weeks) March 2017**

* Conceptualized on marketing the event across Delhi NCR and Strategized ways to promote via online and offline grounds.
* Structured a **market survey** after the event.

**Audit Assistant Intern, R. Bose &Associates, Siliguri, West Bengal** (*Chartered Accountants Services)* **(3 months) April-June 2015**

# Authored a ‘Financial Statements and Report of Independent Certified Public Accountants’ofRamakrishna Mission Ashram.

* Prepared the statements of financial position and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements. Also Received "**Certificate of Appreciation***".*

**POSITIONS OF RESPONSIBILITY**

**Core Member, Design Team, College Magazine, LSR 2017-present**

* Coordinated with various editorial departments and societies to make computerized illustrations and fillers.
* Designed the cover for the Annual Brochure of Dr. Bharat Ram Sports Meet.

# Member, Publicity Team, Alumna Cell, LSR

* Designed Posters for Alumna Cell Events and handled instagram presence.
* Attended various workshops, interactive sessions and bazaars by Alumna’s of LSR

# Decor and Publicity Team Member, LITMUS, English Department, LSR 2015-2017

**o** Systemized and broadened the **publicity** and composed **decor** for various events. Received **Letter of Appreciation.**

# Head Girl, Jermel’s Academy 2014-2015

* Elected by the principal among **2000+** students; responsible for all cultural and academic events.
* Headed teams of volunteers for **security and management**, conducted **bi-monthly meetings** with students to ensure **redresses of grievances**.
* Selected to be the **torch bearer** at the **Annual Sports Meet** and represented a 50+ student Body.

# EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS

**Sports**

* Won **6 Gold & 1 Silver** in **Annual Athletic Meet**, Jermel’s Academy and awarded “**Best Player of the Tournament**”

# Sealed 1 Gold & 1 Silver in CBSE Sahodaya Throw ball Championship

* Attended Trekking Camp by **North Bengal Sahodaya Schools** in 2013

# Social Work

* Assisted in sessions of Art Excel, Yes Course, Happiness Program in **Art of Living Foundation 2012-Present**
* Conducted drives through **Robin Hood Army** LSR Chapter for the unprivileged people all across Delhi **2016-2017**

# Computer Skills

* Passed with **Distinction**: Diploma in Computer Course and was awarded a **Certificate of merit. Music**
* Passed with **Distinction: Najrul Geeti** in Purna Year from **Bangiya Sangeet Parishad Felicitations**
* Awarded the annual ‘**College Color’** and Merit **Award for Excellence** in Table Tennis
* Awarded ‘**Best Player for Excellence**’ by Siliguri Municipal Corporation and felicitated with **‘Abhigyan Patra’**

# SKILLS & INTERESTS

**Technical**: Microsoft Excel, Word, PowerPoint, Photoshop, Tally **Language**: Fluent English, Hindi and Bengali, Travelled extensively in India **Interests**: Ultimate Frisbee, Music, Dance, watching films and travelling.