## Resume

[Ishita Bhattacharya]

Kolkata, West Bengal

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### *Objective*

A highly motivated BCA student with strong skills in web development and office productivity tools. Seeking opportunities to enhance my technical and management skills through hands-on experience in dynamic environments.

### *Education*

Techno India University – Kolkata, West Bengal

Bachelor of Computer Applications (BCA)

(Expected Graduation Year: [2025])

United Missionary Girls High School – Kolkata, West Bengal

Passed 12th Standard

### *Skills*

- HTML, CSS, JavaScript
- MS Word, MS Excel
- English Proficiency (Written and Spoken)
- Event Management
- Communication
- Active listener
- Problem solving
- Negotiation Skill
- Self-motivating

### *Languages*

- Bengali (Native)
- English (Fluent)
- Hindi (Fluent)

## *Work Experience*

- Data Entry

- Performed accurate data entry for various projects with attention to detail and efficiency.
- Event Management (College Events)

- Managed events such as fashion shows, gaming workshops, and tech workshops.
- Coordinated between teams, handled logistics, and ensured smooth execution of events.

## *Hobbies & Interests*

- Event Management
- Coding
- Rescue Stray Animals