



Priyasa Chakraborty
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CAREER OBJECTIVE

To achieve excellence as psychologist, where I can utilize my domain knowledge, expertise and skills, to help people recover and regain their mental health.

EDUCATION

| | |
|----------------------------------|-------------|
| <u>Psychology</u> | 2023 |
| M.A. | 67% |
| English Hons | 2014 |
| B.A | 65 |
| %I.S.C. | 2011 |
| (XII th Standard) | 71 % |
| W.B.B.S.E | 2009 |
| Madhyamik (X th Standard) | 75 % |

CORE QUALIFICATIONS

- Extremely caring and compassionate towards people from all walks of life.
- Experience in grief counselling in people of all ages
- Understanding that what works for one may not work for others.
- Excellent communication skills both orally and written.
- Ability to work with others such as doctors, families, students or other psychologist.
- Can gather information through conversations, questions and interviews.
- Excellent observational and analytical skills with great insight into patients' emotional state

WORK EXPERIENCE

Organization Name: ANUBHAV "The Positive Psychology Clinic"
Duration: 5th August 2023 to 13th October 2023
Designation: Counselling Intern

Job Profile/Responsibilities:

- Participated in discussion of client case studies.
- Learnt about session planning and administration of Case History, Mental Status Examination along with various psychometric Assessment.
- Attended theoretical classes on topic pertaining to clinical and counselling psychology.
- Submitted Assignments in form of PPT.

- Attended workshops on ‘Skills Training’ and on ‘Carrier Guidance and Assessments’.
- Submitted of project work on Psychometric Assessments.
- Made posters and handouts on several topics.

Company Name: SPL KIA
Duration: June
Designation: Customer Relationship Executive

Job Profile/Responsibilities:

Responsibilities

1. Maintain Customer Database.
2. Distribute the customer enquiries and assigned them to the respected Team Leaders and also taking the feedback from them and maintain it.
3. Maintaining the Booking Database of the Booked Customer.

Personal Specification

1. Maintain Customer Database.
 2. Managing the Booking Database part.
 3. Inter-personal Skill.
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Company Name: Lexus Motors Ltd.
Duration: August 2018 to April 2019
Designation: Customer Relationship Executive

Job Profile/Responsibilities:

Responsibilities

4. Maintain Customer Database.
5. Maintaining Customer Delivery schedule & making prior call for reconfirmation from customers
6. Customer arrived at reception to be greeted and taking them to the delivery department

Personal Specification:

4. Maintain Customer Database.
5. Managing the delivery part.
6. Inter-personal Skill.

Company Name: Lexus Motors Ltd.
Duration: May 2018 to August 2018
Designation: Front Office Executive

Job Profile/Responsibilities:**Responsibilities**

1. Welcome Visitors by greeting them, in person or on the telephone, and answering or referring enquiries
2. Maintains safe and clean reception area by complying with procedures, rules, and regulations.
3. Contribute to team effort by accomplishing related results as needed.

Personal Specification

1. Technology Skill, Professionalism, Multitasking Capabilities.
2. Well organised and self-motivated
3. Good communication skills

Company Name: Indeos
Duration: November 2017 to May 2018
Designation: Front Office Executive/Administrative Assistant

Job Profile/Responsibilities:**Responsibilities**

1. Welcome Visitors by greeting them physically or over the phone, advising them what would be better for them (Individual as well as organisations) according to their profile.
2. Discussing with the organisations for placement and doing the form fill-ups on behalf of the candidates.
3. Providing business ideas to our corporate clients.

Personal Specification

1. Professionalism, Multitasking Capabilities.
2. Well organised and self-motivated.
3. Good communication skills.
4. Inter personal skills.

Company Name: Pogo Kids
Duration: June 2015 to May 2017
Designation: Teacher

Job Profile/Responsibilities:**Responsibilities**

1. Teaching all areas of the primary curriculum

2. Taking responsibilities for the progress of a class of primary- age pupils.
3. Motivating pupils with enthusiastic, imaginative presentation.
4. Keeping up-to date with changes and developments in the structure of the curriculum.

Personal Specification

1. Qualifications, training and experience.
2. Well organised and self-motivated
3. Good communication skills.

COMPUTER PROFICIENCY

- MS Office
- Internet Applications

PERSONAL DETAILS

- Date of Birth: 2nd February 1993
- Nationality: Indian
- Father's Name: Prosenjit Chakraborty.
- Language Proficiency: English, Hindi, Bengali.
- Contact Address: 1785, Mahatma Gandhi Road Kolkata -700 082.

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