**Anamika Dey**

+917005913629

[anamika2146@gmail.com](mailto:anamika2146@gmail.com)

<https://www.linkedin.com/in/anamika-dey-221b35206>

**CAREER OBJECTIVE**

Looking to obtain a human resource specialist position in a fast-paced environment to utilize my exceptional multitasking and administrative skills in the effective management of company resources.

**ACADEMIC DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree/exam** | **Institute/University** | **G.P.A** |
| 2018-2021 | B.Sc (Psychology) | MIT ADT University | Yet to receive |
| 2016-2018 | C.B.S.E | Narayana School | 7 |
| 2016 | I.C.S.E | The Assam Valley School | 7.5 |

**STRENGTHS:**

Communication, People Oriented, Creativity, Planning, Time Management, Organizational Skills, Management.

**TECHNICAL SKILLS:**

Basic Knowledge of Microsoft Word, Excel, PowerPoint.

**EXTRA CURRICULAR ACTIVITIES:**

1. Organized the event- ‘Persona Show Stopper’

Role- Costume Designer and Makeup Artist

1. Organized the event- ‘Aao Kabhi Ground’

Event Role- Event Manager

1. Choir Singer at the Founders’ Day Event.

**PROJECTS:**

Research Paper on – ‘Attachment styles and mindfulness’ Research Project on Juvenile Delinquency

**WORK EXPERIENCE:**

1. BUSSINESS DEVELOPER EXECUTIVE at kime careers pvt ltd. (August 2021 – until now)

* Cold calling
* Pursuing leads and moving them through the sales cycle.
* Generating leads.
* Contacting potential clients to establish rapport.
* Researching organizations and individuals to find new opportunities
* Developing quotes and proposals for clients.
* Developing goals for self development and business growth and ensuring that they are met.

**PERSONAL INFORMATION:**

Father’s Name: Mr. Babu Ranjan Dey

Marital Status: Single

Nationality: Indian

Gender: Female

Permanent Address: Agartala, Tripura (w), Pin - 799001

Contact No.: +91 7005913629

Date of Birth: 30/01/1999

Languages Known: English,hindi, bengali.

**DECLARATION:**

I hereby declare that all the above statements are true to the best of my knowledge and belief.

**Date:** 01/12/2021

**Signature Place**: Pune (Anamika Dey)