







# PRIYANKA KUNDU

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 Raipur, mahestala Kol- 700141

## RELEVANT SKILLS

- Communicating
- Flexibility and Adaptability
- Positive Attitude: Creating a positive work environment

## BACHELOR OF BUSINESS ADMINISTRATION (H)

### PERSONAL PROFILE

I am pursuing BBA HONS and trying to acquire a strong background in assisting organizations with daily tasks. I am dedicated and adaptable when taking on various duties and offering help to staff. Unbeaten and enthusiastic when accepting instructions with accurate follow through, a passionate job seeker with strong organizational skills. Besides studies, I am attentive social service specialist with background providing professional observation, assessment and individual services. I am part of NSS. I have little knowledge on Ms word, Excel and PowerPoint

### EDUCATION HISTORY



#### **COLLEGE: SHRI SHIKSHAYATAN COLLEGE BBA(H) | 2021-2024**

Studying in various fields of business and administrative work and managing academic group projects

SGPA - 8.88 ( 1st Year)



2nd Runner-up Culinary Round of Managedia

#### **SCHOOL: UPASANA ACADEMY**

H.S [COMMERCE] - 94.2%

SECONDARY EXAMINATION -70% (CBSE)

### CERTIFICATIONS



**COMPUTER FUNDAMENTALS &  
WINDOWS, MS WORD, MS EXCEL,  
MS POWERPOINT & INTERNET  
[NICL]**