CURRICULUM VITAE

**Name :** ASHITA BISWAS

**Permanent Address :** R.R PLOT-95,ANANDAPUR,EAST KOLKATA TOWNSHIP,KOLKATA-700107

**Phone Number** : +91 9007079335

**Email :** ashitabiswas@hotmail.com

**TECHNICAL SKILLS:**

**HTML,CSS3,CSS GRID,CSS FLEXBOX,BOOTSTRAP 4&5,SASS,ADOBE PHOTOSHOP,ADOBE ILLUSTRATOR.**

**CERTIFICATE:**

ADVANCED CSS AND SASS:FLEXBOX,GRID,ANIMATION AND MORE! FROM UDEMY IN 2023.

**Educational Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **UNIVERSITY/**  **BOARD** | **INSTITUTION** | **Division/Grade** | **YEAR OF PASSING** |
| MBA ( Major: Human Resource  Minor: Finance) | W.B.U.T. | Guru Nanak Institute of Technology | 1st | 2014 |
| Graduation | W.B.U.T | B.P.Poddar Institute Of Management & Technology | 1st | 2012 |
| 10 + 2 | C.B.S.E | Mother International School,Saltlake | 2nd | 2009 |
| 10th | C.B.S.E | K.V.Saltlake no.2 | 2nd | 2005 |

**Computer Skills:**

* Diploma in Financial Management
* Microsoft Office

**Industrial Exposure:**

* The two month Summer Internship Programme at Times Of India, Kolkata as an HR TRAINEE.

**Project Title:**

* Record Management & SAP Implementation

**Qualitative Skills:**

• Ability to work in new and challenging, as well as deadlines driven environment,  
• Willingness to learn new concepts and ideas with an ability to adapt quickly and implement effectively,  
• Good in dealing with different types of people.

**Personal Information**

**Father’s name :**  AJIT KUMAR BISWAS

**Date of Birth :** 21-07-1990

**Place of Birth :** KOLKATA

**STATUS :** MARRIED

**Nationality :** INDIAN

**Gender :** FEMALE

**Languages Known** **:** ENGLISH,HINDI,BENGALI

**Key Strengths** **: Confident , Honest**

**Declaration:**   
I hereby declare that above information is correct and complete to best of my knowledge.

Date:   
Place: KOLKATA