



SOUMYA KANTI GHOSH

HR & ADMIN EXECUTIVE

CONTACT

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SKILLS

- Management Skills
- Coding (JAVA, HTML,SQL)
- Excel
- Critical Thinking
- Leadership

TOOLS



LANGUAGES

- English
- Bengali
- Hindi

HOBBIES

- Singing
- Playing Guitar
- Football

PROFILE INFO

Highly proactive and hardworking as well as dedicated towards my work , also a good team player , can take huge responsibilities and have a keen interest in leading roles over any productive and group work and can keep my nerve strong at difficult situations.

EDUCATION

BACHELOR OF TECHNOLOGY

2019-2023

KALYANI GOVERNMENT ENGINEERING COLLEGE

- Graduated in B.tech ECE. | CGPA-8.82

HIGHER SECONDARY

2018-2019

METHODIST SCHOOL

- ISC Examination | Percentage-65%

EXPERIENCE

GENIUS CONSULTANTS LTD. SEPT 23 - Present

HR & ADMIN Executive

- Front Office Management, Courier Service Management, Asset Management, Employee Interactions, Attendance Management, House keeping Management, Floor Management.

BYJU'S

JUNE 23 - July 23

Business Development Associate

- Session Pitching, Product Pitching, Calling, Demo Bookings , Student Interaction, Client Place Demo.

ACTIVITIES

• 2020 – 2022

Convener of the Literature Club - LITMUS KGEC,

• 2020 – 2023

Sports Secretary of the Students Association of KGEC.