



SOUMYA KANTI GHOSH

HR & ADMIN EXECUTIVE

CONTACT

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- 🔗 <http://github.com/Soumya10200319030>

SKILLS

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

TOOLS



LANGUAGES

- English
- Hindi
- Bengali

HOBBIES

- Singing
- Football
- Playing Guitar

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.