



# SOUMA SEN

## ABOUT ME

DOB : JULY 24, 2000  
AGE : 23+  
GENDER : FEMALE  
BIRTH PLACE : KOLKATA

## CONTACT



98369 22049



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1/E, Hari Pal Lane  
Kolkata - 700 006

## SKILLS

- Effective oral communication
- Good writing skill
- Punctual and disciplined
- Amiable and good at team work

## SOFTWARE SKILL

MS EXCEL

MS OFFICE

POWER POINT PRESENTATION

## PERSONAL INFORMATION

I am **Souma Sen**, a determined, focussed, hard-working individual, currently teaching English to students in private. I am a huge film and series buff and ardent about content writing. I am ready to take up challenging opportunities and assist the company in achieving its aims.

## EDUCATION

- 2017 - ICSE (Indian Certificate of Secondary Education)**  
84.8%, Rajasthan Vidya Mandir
- 2019 - ISC (Indian School Certificate.)**  
93%, Loreto Day School, Bowbazar
- 2022 - BBA Honours**  
8.337 CGPA, Scottish Church College  
(Calcutta University)

## EXTRACURRICULAR ACHIEVEMENTS -

**Drama :** I took part in several Drama competitions and also did theatre acting in school and college. I was lucky enough to get a **First prize in Inter School Drama Competition in 2017.**

**Film Critic :** I love to watch movies and review them. I secured a **Gold Medal in Pretentious Movie Review in 2018.**

**Creative Writing :** Writing is one of my passions. I secured second position in Creative Writing competition in my College.

## WORK EXPERIENCE

**ADITYA BIRLA FINANCE Associate Management Trainee**  
26th September, 2022 - 9th April, 2023.

- Negotiating with customers in cases when non- payment of EMI occurs and solving customer queries regarding loan restructuring or changing ECS bank by liaising with the Sales/Credit team.
- Creating and implementing a strategy to improve the collection of principle outstanding amount.
- Ensuring that the company policy on recoveries is followed and that it is in accordance with the RBI norms.
- Preparing weekly feedback reports on payment collections and overseeing the performance of external agencies and ensuring the accurate and timely invoicing of customers.

## SELF EMPLOYED

**PRIVATE TUTOR (2018- Present)**

I have been teaching English to students of grade 5 to 12. (All boards)

- Incorporated multiple types of teaching strategies like drawing diagrams to explain grammar rules.
- Communicated frequently with parents as well as students to provide feedback and discuss instructional strategies.
- Supported student mental, social and vocational development by using activities like Debate, memory games and so on.

Work sample for content writing :

<https://drive.google.com/drive/folders/1mqcNbVSMT2g4iW6ZoDg3yL40I7kRWqhV>