



SUKANYA TAMULY

CONTACT

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EXPERTISE SKILLS

- Administrative Assistance
- Operations Management
- Organisational Skills
- Effective Communication
- Scheduling
- Conducting Interviews

LANGUAGE

- English 
- French 
- Hindi 
- Assamese 

INTEREST

-  Travelling
-  Books, Debating, MUNs, Writing

01

PROFESSIONAL PROFILE

I've been actively contributing as an executive assistant intern. My responsibilities included coordinating events, conducting interviews, and handling various administrative tasks, offering me valuable insights. Now, I'm eagerly searching for new avenues to further enhance my skills and foster growth.

02

EDUCATION

Bachelors in Multimedia (Animation, Design & Film Studies & Production)

St. Xavier's College (Autonomous), Kolkata (2023-2026)

03

EXPERIENCE

Bluejay Delivery (based in Fremont, USA) Sept 2023- Present

Remote Executive Assistant Intern

- Worked as an assistant to the CEO of Bluejay Delivery and helped with administrative assistance and operations management.

Got selected for National Level Writing Workshop, Katha.

- Got selected and won the Best Writer Award at Katha.

Best Delegate Award in multiple MUNs.

- Participated in multiple MUNs and won two best delegate awards & few special commendations.