



Ranajoy Mukharjee

Fresher | HSC CBSE | Highly-skilled in Team Management, Communication, and Office Administration. Proficient with Excel and PowerPoint . Extensive knowledge of Human Resource and Sales Management. Strong Soft Skills with excellent Convincing Power.

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience Fresher
- Current Location Kolkata
- Date of Birth Oct 02, 2000
- Gender Male
- Marital Status Single / Unmarried

SKILLS

- Spoken English
- Tech Savy
- Soft Skills
- Public Speaking
- Presentation Skills
- Leadership Skills
- Convincing Power
- Management Skills
- Creativity
- Pressure Handling
- Human Resource Management
- Office Administration
- Team Skills
- Content Writing

TECHNICAL SKILLS

- Team Management Skills
- Communication Skills
- Convincing Power
- Human Resource Management
- Office Administration
- Excel PowerPoint

PROFILE SUMMARY

Certainly, heres a refined and more eloquent point-based description:- Proficient in Human Resources Management, Office 365, and adept at Content Creation and Content Writing, showcasing a diverse skill set. - Bilingual with impeccable English proficiency and a knack for seamlessly navigating AI applications.- Distinguished service as the Chief Administrative Officer and accomplished the role of Expansion Manager at the prestigious First Hope Foundation.- Demonstrated unwavering commitment through volunteer work at Muskurahat Foundation and leadership as a mentor for Social Entrepreneurship interns at First Hope Foundation.- Acknowledged and personally selected by Aditya Birla Capital for a part-time engagement.- Possess polished soft skills encompassing persuasive oratory, astute debating, creative poster making, prolific article writing, and adept facilitation of impactful group discussions.- A consummate professional, poised to elevate your organizations excellence.

EDUCATION HISTORY

Graduation

Course	B.Sc(biotechnology)
College	West Bengal University of Technology (WBUT)
Year of Passing	2023
Grade	8.31/10

Class XII

Board	CBSE
Medium	English
Year of Passing	2019
Grade	80-84.9%

Class X

Board	CBSE
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- Presentation Skills
- Interviewing
- Recruitment
- Sales Management

Medium	English
Year of Passing	2017
Grade	80-84.9%

LANGUAGES KNOWN

- English
- Hindi
- Bengali
- Assamese

INTERNSHIPS

First Hope Foundation, 24 Months

1. Collaborated with a team of mentors to design and implement a comprehensive social entrepreneurship program, Srijan, for First Hope Foundation, resulting in measurable improvements in community engagement and economic empowerment.""

2. Assisted in conducting market research and competitor analysis to identify growth opportunities for Srijan Social Entrepreneurship project, which led to a 20% increase in revenue within 6 months.""

3. Implemented innovative social media marketing strategies for Srijan, resulting in a 50% increase in online presence and engagement, positively impacting brand visibility and public perception.""

OTHER INTERESTS

- Curating Knowledge
- Writing poetry
- Mining new data from Historical text
- Talking to new people
- Reading Novels