

Papari Kaushik

Looking for a post which provides me with an opportunity to apply my knowledge and offers necessary growth and development . I am extremely reliable, proactive, have ability to respond within 24 hours and have positive no-excuse attitude.

Beltola Tiniali
House No 4 ,Guwahati 28
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+91 8761008253
paprikaushik@gmail.com

EXPERIENCE

News 30, Zoo Road Tiniali, Guwahati 21 — *Sub Editor cum Administrator*

January 2013 - PRESENT

Working at “ News 30” an assamese monthly magazine as Sub Editor cum administrative manager from 2013 January.

Dainik Bor Asom, Beltola Tiniali, Guwahati 28 — *Sub Editor*

January 2012 - December 2012

Worked at Dainik Bor Asom as a sub editor (2012 January to December 2012)

EDUCATION

Gauhati University, Guwahati — *Master of Communication and Journalism*

This Course make me socially responsible communicators, now I can effectively use my skills in various commercial and non-commercial endeavours.

Gauhati University , Guwahati — *Bachelor of Arts in Geography*

Courses include Environmental Hydrology, Montane Environments, Data Analysis, Remote Sensing and Geographical Information Systems, and Environment and Society.

Tocklai Tea Research Association , Jorhat—*Diploma in Tea Management*

Where I have learnt Tea plantation, Tea market sensitivity, Leadership and communication qualities for dealing with labourers.

Post Graduate Diploma in Computer Application

Knowledge of Computer Languages such as C, HTML, CRM/ERP Softwares, Applications such as MS Office,TALLY, Operating System Windows

SKILLS

Creative with strong leadership and management skills .

Multitasking skills and has the ability to meet deadlines under tight schedule .

Knowledge of Online Project Management tool “trello”, CRM tool, ERP

AWARDS

Best Literature award of Mangaldai College in the year of 2011

Achieved 1st prize in All Assam Inter College Debate Competition .

LANGUAGES

English, Hindi, Assamese

PERSONAL INFORMATION

Date of Birth - 23/03/1989

Sex - Female

Religion - Hinduism

Father's Name - Munindra Sharma

HOBBIES

Reading Books,
Writing, Quizzing, Listening
to Music, Cycling

MY ONLINE MOVEMENTS

LinkedIn -

<https://bit.ly/2IWDjvo>

DECLARATION

I hereby declare that above mentioned statements are true to the best of my knowledge. If any statement/s or a document/s attached is/are found to be false or incorrect, my application/appointment is to be terminated.

Papari Kaushik

Guwahati, Assam