

CURRICULUM VITAE

Name: Nivedita Chakraborty



Email : chakrabortynivedita30@gmail.com

Mobile No- +918981729106

Permanent Address

35 JNMS Faridpur Block, North Buxarah
Howrah-711110

Personal Data

Father's Name:-Mr. Ashis Kumar
Chakraborty

Mother's Name:-Mrs. Papia Chakraborty

Date Of Birth: 6th June 1994

Sex: Female

Nationality: Indian

Marital Status: Married

Languages Known

Bengali, English, Hindi

Objective:

Intend to build a career with leading bank-sector/corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

Education:

B.A(Calcutta University): Advertising, Sales Promotion and Sales Management from Gokhale Memorial Girls' College with 65% (2015)

Higher Secondary Education (W.B.H.S.E): Surendranath High School with 70.15% (2012)

Secondary Education (W.B.B.S.E) : Surendranath High School with 73.13% (2010)

Assets:

Highly motivated to work as a team.

Adjustable to any environment.

Effective Communication skill.

To work as a key player in challenging, creative & team oriented environment.

Self confident and capable of decision-making

Enthusiastic for team work and open to new and creative ideas

Professional Experience:

Organization: National Informatics Center(Latest Employer CMS
Computers Limited)

Designation: Office Assistant L-1

Activity: Technical Support

Department: Department Of Women and Child Development
& Social Welfare (Govt of WB)

Working Since: July 2019

Certificates related to Information technology:

- Computer** : 1) Awarded National **certificate** in Modular Employable skills under the sector of Information and telecommunication technology.
Module **A**: Computer Fundamentals (M.S Office and Internet).
B: Desktop Publishing.
- Participation** : 1) In English Communication and Basic Corporate etiquettes under affirmative action by **TCS-BPS** in association with Gokhale Memorial Girls College.
- 2) In Cancer Awareness programme organized by National Service Scheme (NSS) in association with Gokhale Memorial Girls College.

Additional Technical Qualification:

- **Office Package** : MS Office(Excel ,Power point, Word)
- **Internet technology** : Basic up-downloading, browsing concepts ,Blogging
- **Desktop Publishing** : Basic knowledge on desktop publishing.

Circular Achievements:

- Won multiple prizes as a vocalist.
- Won multiple prizes on Drawing Competitions.

Date: 18.08.2020

Place: Howrah

Nivedita Chakraborty