

# Pratyusha Maity

## **Linguist**

Kolkata, West Bengal

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09836390919

I am a linguist taking keen interest in landing into a work field where my speech skills, writing and analysing skills, language training skills will get highlighted whether in lectureship, anchoring, public relations or administration.

## Work Experience

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### **Admission Officer**

GITAM University - Kolkata, West Bengal

March 2020 to Present

### **Exam Invigilator**

VictVs Global - Kolkata, West Bengal

July 2019 to Present

Presiding over an examination and invigilating as per the regulations of VictVs. It is a freelance job.

### **Lecturer**

Bengal Institute of Business Studies - Kolkata, West Bengal

March 2019 to June 2019

Train and lecture MBA students in Business communication. Mentor them for interview skills, grooming, public speaking, group discussions for better placements.

Take care of the online content of the institution. Write, edit and proofread in-house books and articles.

### **English Teacher**

Ramkrishna Mission Institute of Culture - Kolkata, West Bengal

September 2018 to March 2019

Teach adult learners English language and train them in conversational skills.

## Education

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### **Master's in Psychology**

IGNOU - Kolkata, West Bengal

June 2019 to Present

### **Master's in Linguistics**

Calcutta University - Kolkata, West Bengal

September 2016 to August 2018

### **Bachelor's in English Honours**

Rani Birla Girls College - Kolkata, West Bengal

April 2013 to June 2016

## Skills / IT Skills

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- Microsoft Office
- Search Engine Optimization
- Writing
- Editing
- Corporate communications
- Language training
- Mentoring

## Additional Information

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Completed a communicative course in Spanish.