



# Tania Chakraborty

Fresher

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Sambalpur, India

To work with an organisation where I can learn new skills and increase my abilities for the organisational goals as well as myself.

## EDUCATION

### Board of Secondary Education

Kendriya Vidyalaya

2017

8.04 CGPA

### Higher Secondary Education

Kendriya vidyalaya

2019

8.02 CGPA

Courses

- Commerce

### Graduation

Gangadhar Meher University

2022

58.81 CGPA

Courses

- B.Com

### Master of Business Administration

Gangadhar Meher University

11/2022 - 2024

Perusing

Courses

- Major- Finance

- Minor- Marketing

## WORK EXPERIENCE

### Internship

Bank of Baroda

06/2023 - 12/2023

Sambalpur

Achievements/Tasks

- My job in Bank of Baroda was to check the loan account and prepare the cibil report and also learn how to deal with customers. I prepared a project which was assigned by my guider on the topic, " Study on the priority sector of Bank of Baroda".

### Fresher

Student

## SKILLS

Communication

Team work

Fast learner

MS Excel

Tally prime

MS Powerpoint

MS Word

Team management

Leadership

Decision making

## PERSONAL PROJECTS

Study on the Priority sector of Bank of Baroda

- Presented my project in International conference of G.M university

## ORGANIZATIONS

Bank of Baroda (Interned)

## CERTIFICATES

Tally erp9

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bengali

Full Professional Proficiency

Odia

Full Professional Proficiency

## INTERESTS

Travel

Dance

Outdoor games