



Phone: +91 7077380191, +91 6371513069

Email:
susmitahazra313@gmail.com

Address Permanent: Balasore,
Odisha, Pin code 756001

Address Present: Bagalur,
Bangalore

TECHNICAL SKILLS

- MS Word
- MS Excel
- Tally ERP 9
- Computax
- PowerBI
- SQL (Basics)
- R Language (Basics)
- MS PowerPoint
- Social Media Marketing

SOFT SKILLS

- Time Management
- Communication
- Analytical Mind
- Adaptive

SUSMITA HAZRA

B. Sc Physics, PGDM (Pursuing)

CAREER OBJECTIVE

To gain a position of responsibilities in an organization where I can work with my skills and knowledge in an environment of growth and excellence.

To work hard with full determination & complete dedication to achieve organizational goals, with skills and at the same time constantly upgrade my knowledge and soft skills.

EXPERIENCE

DTSB & Association (CA Firm):

- **Position:** Intern
- **Job Role:** GST Working, TDS filing, Balance Sheet Drafting, Provision and Projection Balance Sheet
- **Tools:** Tally, Excel, Computax
- **Duration:** 3 Month

Aug 23 – Nov 23

EDUCATION

Post Graduation Diploma in Management (PGDM):

With **Finance** (Major) and **Business Analytics** (Minor), from **International Institute of Business Study**, Bangalore

2022 – 24

Bachelor in Science (B.Sc):

With **Physics** from **Remuna Degree college**, Balasore. Affiliated to **Fakir Mohan university**, Balasore, scoring **60.63%**

2017 – 20

Intermediate (12th):

With **Pure Science (PCMB)** from **K.K.S Women's Junior college**, Balasore. Affiliated to **Council of Higher Secondary Education**, Bhubaneswar, scoring **64.63%**

2015 – 17

2014



LINKEDIN PROFILE

<https://www.linkedin.com/in/susmita-hazra-0bb684246/>

Secondary (10th):

Ram Prasad High School, Chaumukh. Affiliated to **Board of Secondary Education**, Odisha with **80.83%** Marks

AREAS OF INTEREST

- Finance
- Accounting
- Data Management
- Analytics
- Social Media Marketing

PERSONAL DETAILS

- **Date of Birth:** 31 March 1998
- **Language Known:** Oriya, Hindi, English
- **Hobbies:** Painting, Hand Crafts, Reading Books, Cooking

REFERENCE

Prof. Kuldip Sharma: Head of Placement (International Institute of Business Study, Bangalore)

Email: prof.ks@iibsonline.com

DECLARATION

I, **Susmita Hazra**, hereby declare that the above-mentioned details regarding me are correct and I take full responsibility for its correctness