

SUSMITA DAS

Mobile + 91 9804 621883

Address : 87 OF 51 JAWPURE ROAD,
DUM DUM,
ROYMULLICK COLONY
KOLKATA – 700030

E Mail I.D. idsushdas@gmail.com

□ PROFILE :

- A. Three years of professional experience in backend assistance.
- B. Computer savvy. (Depth of knowledge in M.S.Office & Windows).
- C. Masters in Arts from the Vidyasagar University.
- D. Skills (Fast learner, hard working, punctual, ability to work in a group).

□ PROFESSIONAL EXPERIENCE :

A. January 2014 – Present

SRG Consultancy & Planning Services (P) Ltd (Organization engaged in providing consultancy services towards planning & execution of various Govt. & Semi Govt. social & commercial upgradation programs.

JOB PROFILE :

Provide back end support services to management.

B. August 2013 – December 2013

POWER CAB (Organization engaged in elevator & escalator maintenance)

JOB PROFILE :

Used to work as back end support service provider.

□ COMPUTER KNOWLEDGE :

- | | | |
|----------------------------|---|------------------------------|
| A. Operating System | : | Windows. |
| B. Word Processing | : | MS. Word. |
| C. Electronic Spread Sheet | : | MS. Excel. |
| D. Presentation | : | MS. Power Point. |
| E. Others | : | Well conversant to Internet. |

□ ACADEMIC QUALLIFICATION :

- A. Masters with Bengali (H) from the Vidysagar University, in the year of 2013
- B. Arts Graduate with Bengali (H) from the Calcutta University, in the year of 2011
- C. Passed Higher Secondary Examination, under W.B.C.H.S.E., in the year of 2008
- D. Passed Secondary Examination, under W.B.B.S.E., in the year of 2006

☐ **TRANSFERABLE SKILLS :**

- A. Ability to learn things quickly ,
- B. Ability to work hard to achieve the desired goals ,
- C. Punctual & will to complete any kind of task given, within the scheduled time period ,
- D. Ability to work in a group.

☐ **CAREER OBJECTIVE :**

To occupy a position in a result oriented organization that seeks ambitious and career conscious persons where acquired skills and education will be utilized towards continuous growth and advantage.

☐ **CURRENT REMUNERATION DRAWN** : Rs. 1,20,000 (C.T.C.) P.A.

☐ **EXPECTED REMUNERATION** : Negotiable

☐ **NOTICE PERIOD** : Immediate joining

☐ **PERSONAL INFORMATION :**

- A. Date of birth : 25th September 1990
- B. Father's name : Dulal Das .
- C. Gender : Female
- D. Community : General.
- E. Languages known : Bengali, Hindi, English .

DECLARATION :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Dated :

Place : Kolkata

Acknowledgement