

# BIODATA

## PERSONAL DETAILS:

NAME:ANKITA ROY SARASWATI

SEX:FEMALE

AGE:23

D.O.B.:10.09.1992

ADDRESS:37/6/3,RABINDRA ROAD,NOAPARA,BARASAT,KOLKATA-125

STATE:WEST BENGAL

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## EDUCATIONAL QUALIFICATION:

EXAMINATIONS	BOARD/UNIVERSITY	ACADEMIC YEAR	MARKS/DIVISIONS
SECONDARY EXAM	WEST BENGAL BOARD OF SECONDARY EDUCATION	2008	61%/1 <sup>st</sup>
HIGHER SECONDARY EXAM	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2010	66%/1 <sup>st</sup>
B.sc.(H)in BIOTECHNOLOGY	UNIVERSITY OF BURDWAN	2014	56.3/2 <sup>nd</sup>
MBA in Marketing & HR	WEST BENGAL UNIVERSITY OF TECHNOLOGY	2016	7.31/1 <sup>st</sup>

## PERSONAL ATTRIBUTES:

- Creative,Organized

- Adaptable,Communicator
  - Personable,Self-motivated
  - Multi-tasking,Team Worker
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- Good communication skill-written and aural
  - Professionalism,Diplomacy.Tactfulness-to generate positive company image
  - Good at presentation
  - Innovative,Assertive
  - Leadership-result oriented and goals achiever
  - Knowledge and ability to speak continuously on any topic for around 10 minutes
  - Having Diploma in RAVINDRA SANGEET
  - Having lot of knowledge in dance
  - Ability to handle responsibilities effectively under stressful circumstances.

#### COMPUTER PROFICIENCY: MS-WORD,MS-EXCEL,POWER POINT

OBJECTIVE: Be Part Of A Leading Company's Success Story in The Capacity Of SalesPerson Ensure Profitability For The Company And Satisfaction For The Company's Clientele, where I can utilize my extrovert and humorous attitude towards the increased programme rating adding to the fame of the organization.

#### EXPERIENCE:

- Worked as trainee in Vivekananda Hospital,Durgapur.
- Worked as an inturn in IMRB-INTERNATIONAL

- Worked as CCE in MAVEN INFOTECH PVT LTD
- At present,working as an Relationship Managenr in Bajaj Capital Pvt Ltd
- Working as a Software Associate with Capgemini India Private Limited.

THANK YOU