

MOUMITA RAKSHIT

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PERSONAL INFORMATION

- Born on 28th January 1987
- Languages: English, Hindi & Bengal
- Marital Status: Single

AREAS OF STRENGTH

- Customer Coordination
- Relationship Management
- Flexibility- able to quickly adapt to changing situations.
- Quick learner with a propensity to absorb and assimilate learning's.
- Disciplined and committed to delivery.
- Good communication and presentation skills.
- Working skills in MS Office applications

CO-CURRICULAR ACTIVITIES

Trekking and Mountain Climbing, Trained in National Cadet Corps, Swimming, Martial Art, Rowing , Dart, Former Member of Shishiralay Women and Children Charitable Welfare Society and conducted Free Medical Camps

ACADEMIC CREDENTIALS

- PGDM with Marketing specialization from Institute of Business Management (Jadavpur University) affiliated to All India Management Association, in 2017.
- B.Com. (Finance Hons.) from the University of Calcutta, Kolkata in 2008.
- 12th (Commerce) (West Bengal Board of Higher Secondary Education) from South Point High School, Kolkata in 2005.
- 10th (West Bengal Board of Secondary Education) from South Point High School, Kolkata in 2003.

CORPORATE EXPERIENCE

Organisation : Signature Estates LCC, Kolkata

Designation : Project Manager

Duration : 04/2009 to 07/2011

Responsibilities :

- Coordinating with US based clients for following up sales.
- Emphasis on client interaction with on time query resolution and customer satisfaction.
- Preparing and dispatching of tea samples as per client requirement.
- Preparing bulk orders, logistic paper work, fumigation paper work, organic certification paper work
- Directing and managing the overall end-to-end project development.

COMPUTER PROFICIENCY

- Tally Solution – Version 9 (Certification from Brainware Computer Academy)
- Fact Accounting–Version 27.02 (Certification from Brainware Computer Academy)
- MS Office Suite

ACHIEVEMENTS/ AWARDS

- The International Award for Young People (Sponsored by Duke of Edinburgh) – Selected by the Indian Chapter of the organization to be a part of Indo-Swinton Exchange Program held in Lake District, South Yorkshire, England. I was a part of 15 participants selected from the whole of India
- Won prizes in Intra-Club Swimming Competition
- Won prizes in Intra-School Dart Competition
- Won prizes in Intra-Club Rowing Competition