**CURRICULUM VITAE**

1. **Name** **Patralekha De**
2. **Date of Birth** 2nd September 1987
3. **Gender** Female
4. **Father's Name** Mr. Pulak De
5. **Marital status** Unmarried
6. **Religion** Hindu
7. **Category** General
8. **Permanent Address** SaradaSadan

2/5, Dharmotola road (south),

Belurmath, Howrah.

Pincode– 711202

Mobile: +91 9903506862, +91 8100278914

1. **Email Id** patralekha\_de@yahoo.co.in
2. **Educational Qualifications**

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| --- | --- | --- | --- | --- | --- |
| **Exam/ Degree** | **Institutions** | **Board/ University** | **Year** | **Division** | **Subjects** |
| ISC | St. Paul’s Mission School, Kolkata | CISCE, New Delhi | 2007 | 1st division | Commerce with Mathematics |
| BBA(H) | George College, Kolkata | WB Univ of technology | 2010 | 1st division | Business Administration with specialization in Marketing |
| PGDBM | Mount Carmel Institute of Management, Bengaluru | Autonomous (AICTE App) | 2012 | 2nd division | PGDBM with specialized in marketing and retail both a major subjects. |

1. **Project during PGDBM**

TO STUDY THE CUSTOMER SATISFACTION TOWARDS **THE HINDU** IN BANGALORE

1. **Languages Known**

**READ:** ENGLISH, BENGALI, SPANISH, FRENCH

**WRITE:** ENGLISH, BENGALI, SPANISH, FRENCH

**SPEAK:** ENGLISH, BENGALI, HINDI, SPANISH, FRENCH

1. **Other Qualifications**

* Internship Training program in Marketing and Sales

• Completed 2 months Certificate Course in FRENCH

• Completed 3 months Certificate Course in SPANISH

• Undergone SIX SIGMA YELLOW BELT training program,

* UndergoneSIX SIGMA GREEN BELT training program
* Completed 3 months Credit Course in BUSINESS ETHICS

1. **Computer Skills**

* MS OFFICE
* HTML

1. **Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Organization** | **Duration** | **Field of Work** |
| Business Development Executive | Koncept Media and Advertising, Kolkata | May’ 12 to Sep’ 12 | Calling up, fixing up meeting and visiting clients |
| Brand Promotion Manager - cum -HR Manager | Web engineers – Weby, Kolkata | SEPTEMBER’ 12 – MAY’ 13 | Marketing management, strategic planning, policy decisions on HR, Market development, recruitment of personnel and related activities. |
| Assistant Teacher cum Administrator | International Amity Public School, Patna | April’ 14 to April' 16 | Teaching English and Computer. Coordinating with management and other related activities. |
| Assistant Teacher cum Audio – Visual Incharge | Agrasain Balika Sikha Sadan, Liluah, Howrah | Aug’ 16 to Till Date | Teaching Computer. Coordinating with Headmistress. Educational videos for students. Photographer and videographer. |

1. **Awards**

•Drawing

•Recitation

•Won the 1st prize in drawing in national level

•Industrial visit to mother diary in graduation

•Awarded as the responsible student of the year in school

•Head girl in BBA(H)

•Core team member in Graduation College

•Core team member of advertising department in MCIM

1. **Interests and Activities**

* CDP
* Value Education
* Workshop
* Industrial Visit
* Work Education

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

Place:

Dare: Signature