PRIYANKA GUHA ROY

62/D, Selimpur Road,

Dhakuria,

Kolkata-700031.

Email : priyancaguharoy@gmail.com

Phone : 9830788109

##### Job Objective

Seeking a position to utilize my skills and abilities in the Industry that offers professional exposure while being resourceful, innovative and flexible.

##### Achievements

Did various types of social services with various organizations and received various certificates for the same.

Participated as an active member in various events.

##### Software Proficiency

MS Office – Word, Excel, Power point & Internet.

##### Abilities

* Excellent written and verbal communication skills, with an eye for detail.
* To adapt myself to any kind of environment and create good ambience around to work.
* Dynamic individual with the ability to multi task and prioritize workload effectively
* Can work independently or in teams and coordinate over projects and assigned work
* Capable of assessing situations, identifying problems and implementing solutions
* Quick learner, able to grasp new ideas, concepts, methods, trainings and technologies

##### Academic Credentials

**M.B.A (Marketing & Finance)**

**College : Heritage Institute Of Technology (W.B.U.T)**

1st semester : 7.12 CGP

2nd semester : 6.84 CGP

3rd semester : 7.00 CGP

4th semester : 7.75 CGP

Year : 2010 - 2012

**B.Com (Hons.) with specialization in Marketing Management.**

**College : South City College, Kolkata (C.U)**

Percentage : 56%

Year : 2009

## West Bengal Board (Class 12)

**School : Carmel Convent**

Percentage : 60.2%

Year : 2006

**West Bengal Board (Class 10)**

**School : Carmel Convent**

Percentage : 68%

Year : 2004

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| **Summer Internship Project** |

Project Title: “XtraPower Loyalty Program on Diesel Commercial Vehicles”

Company’s Name: Indian Oil Corporation Limited

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| **Work Experience** |

* **Company : Vibrant Motors Pvt. Ltd(Lexus Motors Ltd)**

Deal with : Renault

Job Designation : Senior. Consultant

Job Role : Convincing the customers and sale the product.

Duration : 2nd January 2013 to August 2014

* **Company : RARM NETWORKING PVT. LTD**

Deal with : BNI – Business networking platform.

Job Designation : Coordinator

Job Role : sending invitation letters/mails, selecting banquets, selecting & keeping track of stationaries to be distributed in the events, selecting menus and so on.

Duration : 30th October 2014 to 15th Jan 2016.

* **Company : SKYWOOD DEVELOPERS PVT. LTD**

Deal with :Real Estate.

Job Designation : Back Office Operations

Job Role : File management, assisting the CEO, keeping tracks

Of Bungalows, Drafting letters/mails.

Duration : 2nd April 2016 to present.

##### Personal Details

Date of birth : 25th March 1988

Father’s name : Mr. Barun Guha Roy

Father’s occupation : Business

Sex : Female

Marital Status : Married

Nationality : Indian

Languages known : English, Hindi & Bengali

Hobbies : Listening to music, traveling, photography

Strengths : Optimistic & Honesty

##### Declaration

The information’s provided above are true to my concern and knowledge. Supported documents are carried along with.