**Curriculum Vitae**

**Name: Nibedita Sengupta**

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**Address:** 53/36, Vidyayatan Sarani,

P.O. – Alambazar, Kolkata – 700035

**Date of Birth:** 19th September, 1989

**Mobile No:** (0)-8013682308, (0)-9831959904

* **Job Objective:** Seeking **back office** job with an organization of high repute
* **ORGANIZATIONAL EXPERIENCE:**

1. May’12 to April’13 with **Prime Academy**, Insurance Training Institute, Kolkata as **Accountant cum Back End Executive**
2. August’14 to Mar’15 with **Creative Knot**, Illustration Company. Kolkata as **Online Bidder and Online Marketing Executive cum Photoshop Editor**
3. Since Apr’15 with **Eminence System**, Web Development and Illustration Company as **Business Development Executive**

* **­Profile Summary:** A competent professional with 1 year in Back office Executive and nearly 1 year and 9 months in Online Marketing Executive
* Skilled in handle daily physical cash and cash related documents, records and database
* Well organized in office maintenance work
* Maintained the updating data of candidates
* Calculate and prepared bill files
* Expertise in proposal writing
* Bidding professional in Elance, Freelancer, Guru, Odesk and Generating Clients
* Capable of online client’s handle
* Proficient in online promotions
* Worked in website entry
* Experienced in photo editing (in Adobe Photoshop)
* **IT Skills:**
* **Operating System:** DOS, Windows 7, Windows 10
* **Package:** MS Office (Word, Excel, PowerPoint and Outlook), Adobe (Photoshop, Flash, Premiere, Sound booth, After Effects)
* **Core Competency:**

Marketing and Key Account Management:

* Designing and implementing marketing plans for augmenting the business volume
* Conducting competitor analysis to tack the market trends

Marketing Communication:

* Networking with clients and establishing long-standing associations with them

Business Development:

* Developing new clients through online and negotiating with them for securing profitable business

Brand Management / Advertising:

* Framing strategies for establishing greater awareness about company and its products
* Building brand focus and handling appropriate media selection for advertising new product launch campaigns through digital marketing
* **Key Assignments:**

1. Elance
2. Freelancer
3. Odesk
4. Guru

* **Academic Details:**

1. **Qualification:** Madhyamik

* **School:** Baranagar Rajkumari Memorial Girl’s High School, Kolkata
* **Board:** West Bengal Board of Secondary Education
* **Year of passing:** 2005

1. **Qualification:** Higher Secondary

* **School:** Ananda Ashrama Sarada Vidyapeeth, Dumdum, Kolkata.
* **Board:** West Bengal Board of Higher Secondary Education
* **Year of passing:** 2007

1. **Qualification:** B.Sc. in Bio-science

* **College:** Bhairab Ganguly College, Belghoria, Kolkata
* **University:** Calcutta University
* **Batch:** 2007-2010
* **Additional Information:**
* **Linguistic Abilities:** Bengali, Hindi, English
* **Extra-Curricular Activity:** Painting
* **Career Goal:** To establish myself as a good employee & imparted value aided job to a renowned company
* **Personal Details:**
* **Father’s Name:** Sri Arumoy Sengupta
* **Marital Status:** Single (Unmarried)
* **Nationality:** Indian

**Signature:**

**Date:**