

**Amrita Mazumdar**

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THAKUR LAKE, P.O MADHYA  
NILACHAL, P.S- DUMDUM AIRPORT,  
DISTRICT- 24 PARGANAS (N), KOL-134 .

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## SKILLS

Hard Skills - Computer knowledge (MS word, MS powerpoint , MS excel, Email and Chat processing , Inbound and outbound process and all the normal computer work .  
▪ Data Entry  
▪ Administrative skills

Soft Skills - Dedicated Team player ▪ Good Verbal & written communication skill ▪ Active listener  
▪ Problem - solving skill ▪ People Skills ▪ Time Management ▪ Leadership ▪ Well- Organized  
& Well -Disciplined . ▪ Presentation skills ▪ Tech - savvy ▪ Willingness to learn

## EDUCATION

**Maulana Abul kalam Azaad University of Technology.**

2021

Post graduation in Hospital Management  
/Administration (Full- Time)

**West Bengal State University**

2016

Graduation (Humanities , Full- Time)

**Central Board of secondary Education**

2012

Higher Secondary (Humanities , Full- Time)

**Central Board of secondary Education**

2010

Secondary (General , Full- Time)

## EXPERIENCE

**Internshala**

Oct 2021 - Nov 2021

Internship in Digital Marketing , Data Entry ,  
Content writing

Remote work

**Jankalyan Multipurpose Education Society**

5Jan 2022 - 18 Jan 2022

HR Internship ( part - time Remote work)

**Center For Sight , Kolkata**

23.02.2022 - 28.02.2022

Industry visit

Observation of Workflow of Eye Hospital .

**Woodland Multispeciality Hospital , Alipore**

22.03.2021 - 5.5.2021

Operational team of Home Care and Covid -  
Vaccination Department (Management  
Trainee)

**Esi Hospital , Manicktala**

28.01.2020 - 29.02.2020

IPD Ward Coordinator (Management Trainee)

Project : General administration of the  
hospital with special reference to the  
floor(ward) management .

**Visited Hospital of kolkata are - Medica  
Superspecialty , Tata Medical Center ,MR  
Bangur Hospital , Vidyasagar State General  
Hospital, Saroj Gupta Cancer Hospital .**

22.11.2019 - 30.11.2019

Industry visit

To Understand organization function &  
structure .

Project : An observational study of  
different healthcare set up in kolkata .

## EXTRACURRICULAR ACTIVITIES

Actively participated in Healthcare National webinar and conferences . ▪ Led group projects and group presentation in college ▪ Actively Participated in drawing , various sports& drama Competition in School .

## **ACHIEVEMENTS**

Project Management Certificate . ▪ Diploma in Computer Application Certificate .  
▪ Ms Excel Certificate . ▪ Six sigma yellow belt Certificate .

## **COURSES**

Challenges of Global Health .  
Covid - 19 contact tracing .

## **INTEREST**

Listening to music , Playing Chess , Watching movies , Cooking , Reading .

## **LANGUAGE KNOWN**

English, hindi , bengali

## **LOCATION PREFERENCE**

Any location of kolkata .

## **VOLUNTEER EXPERIENCE**

Umeed a drop of Hope - NGO  
Nov 2021 - present

## **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge.  
(Amrita Mazumdar)