**Susmita Das**

**Mobile:**  +91 -8335040567

**Present Address:** Neelkantha apartment, 3rd floor, flat no A, Charakdanga BARASAT, Kolkata-700124

**E-mail ID:** [susmitad857@gmail.com](mailto:susmitad857@gmail.com)

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**Career Objective**: To obtain an energetic, creative, self-motivated and goal oriented challenging position as a true academician that will allow for growth and chance to use and contribute to my education. I would like to take a challenging position for the benefit of the organization.

**EDUCATIONAL QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Board/University** | **Year of Passing** | **Percentage** |
| Master’s in Arts in English literature and language | Calcutta University  (main campus) | Will appear in 2019 | ------- |
| Bachelor’s in Arts in English Honours | Calcutta University | 2017 | 54 |
| 12th | W.B.H.S.E | 2013 | 79.4 |
| 10th | W.B.S.E | 2011 | 65.12 |

**PROFESSIONAL EXPERIENCE**

* Have worked as a CONTENT WRITER (SPECIALISED ON VISA SOPS) in a start-up company A.S.P.I.R.A.T.I.O.N.S, an educational consultancy providing writing services for people going for abroad studies
* Working as an educational counselor in AUGUST NETWORK LLC FROM FEB 2020

**SKILLS:-**

* Good Communication Skills.
* Have good inter-personal skills which makes me socialist towards society’s responsibility.
* Leadership/Management Skills, TeamPlayer, Analytical/Research skills

**TECHNICAL SKILLS**:

• Programming Languages : C, HTML

• Operating Systems: MICROSOFT WINDOWS

* Software known: MS OFFICE, MICROSOFT WORD, EXCEL, POWERPOINT, MS ACCESS 2007, Visual Basic, Overview of VB.Net, Algorithm & Flow Chart
* Others: Internet & E-mail

**CERTIFICATIONS:**

* Have successfully completed the Computer Awareness Program for the Academic Year 2008-2009 and obtained Grade “C” with 66%
* Have victoriously achieved the Computer Awareness Program for the Academic Year 2009-2010 and accomplished Grade “C” with 69%
* Have flourishingly concluded the Computer Awareness Program for the Academic Year 2011 and acquired Grade “A” with 85%
* Have finished Advance Diploma in Information Technology Application course from April,2011 to March,2012 with Grade B+ with 70%
* Have fruitfully executed Bharat Natyam diploma course 1st year with distinction and was placed First
* Have triumphantly completed 3rd year through nurturing the artistic skills by receiving First division and distinction in Fine Arts
* Have prosperously secured the First runner up position in Spell bee contest in the year of 2009
* Have been awarded as a winner from TATA in an all Bengal essay writing competition in the year of 2008

**Extra Curricular Activities:**

* Have been tutoring students privately since 2011
* Have worked as a freelance Content Writer since 2017
* Have completed Junior 1 level diploma course in French Language Studies (communicative & writing) from Ramkrishna Mission Institute of Culture from 2017-18
* Studying French A1 level in ALLIANCE FRANCAISE DU BENGALE

**Personal Information:**

Date of Birth: 14.09.1995

Age: 24

Sex: FEMALE

Nationality: Indian

Marital Status: UNMARRIED

Father’s Name: Mr. SANKAR KUMAR DAS

Languages Known: ENGLISH, BENGALI, HINDI, FRENCH (INTERMEDIATE)

Languages Speaks: ENGLISH, BENGALI, HINDI

**DECLARATION**:

I hereby declare that all the details furnished here are true to the best of my knowledge.

**Place**: **Signature**: SUSMITA DAS

**Date**: