

Meka Khanra

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P-90, Nilamber Apt., Basudevpur colony, Behala, Kol-61

Location preference : **Kolkata**

CAREER OBJECTIVE

To join a renowned institution or organisation where I can pursue a highly rewarding career and a healthy work environment where I can utilize my skills and knowledge efficiently for the growth of both self and the institution or the organisation.

EDUCATION

GRDUATION				
Institution and Location	Board	Year of Passing	Year	Marks obtained
Asutosh College (Kolkata, India)	Culcutta University	2015	1st	64%
		2016	2nd	68.5%
		2017	3rd	56.5%
Total				61.4%

BOARD EXAMS				
Institution and Location	Board	Standard	Year of passing	Marks Obtained
New Arunodaya English School (Kathmandu, Nepal)	SLC	10th	2011	84%
Modern Indian School (Kathmandu, Nepal)	CBSE	12th (Arts)	2013	91.4%

OTHER COURSES

- First degree of Extensive Handwriting Analysis Course (Graphology)

KEY SKILLS

- English proficiency (both written and spoken)
 - MS office (Excel and PowerPoint)
 - Internet and social media savvy
 - Creativity
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PERSONAL DETAILS

- D.O.B. - 21st March 1995
 - Gender - Female
 - Nationality - Indian
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LANGUAGES KNOWN

English, Hindi, Bengali, Nepali

INTERESTS AND HOBBIES

- Creative writing
 - Art and craft
 - Learning new things
 - Body language and handwriting study
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WORK EXPERIENCE

Tata Consultancy Service

Citizen Service Executive

Passport Seva Kendra

March 2018-Present

I HEREBY DECLARE THAT ABOVE MENTIONED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.