RACHANA KUMBHAKAR

385.539.5726 | rachanakumbhakar2019@gmail.com

Education

Brigham Young University - Idaho   September 2021 - April 2025
Computer Information and Technology   Rexburg, ID
- Minor: Business Analytica
- GPA: 4.0
- Relevant Courses: Web designing, Programming with Python and C#,Linux, Operating system, Databases designs and Net working, System security, IT DevOps, Java Script.

12th From (Calcutta University)   June 2014 - May 2017
Financial Accounting Graduation Degree   India
- Minor: Accounting
- GPA: 3.0
- Relevant Course: Financial Accounting, Economics, Business organization, marketing, Tax

Skills

- Outgoing
- Good communication skills
- English(Native), Hindi(Native)
- Humble
- Microsoft office suite (word,PowerPoint, and Excel)
- PowerPoint
- Excellent listing skills
- Highly Motivated and quick learner
- Python
- linux
- MySQL
- HTMl, CSS
- C#
- Cisco
- Java Script

Full-time Volunteer Representative
Jan2018- June2019
India Bangalore Mission
The Church of Jesus Christ of Latter-day Saints
- Adapted to an entirely different culture and connected with local people while serving 60-80 hours per week
- Obtained conversational fluency in written and spoken different language within 6 months
- Devised lesson plans and strategies to help hundreds of people set and reach personal goals

Professional Experience

Ages PVT.LTD   June 2020 - June 2021
Sales Associate   Kolkata, India
- Increased overall customer satisfaction and retention by addressing customer needs swiftly and accurately.Commitment to customers is key for us.
- Utilized military-level observational skills to help apprehend 4 shoplifters and increase loss prevention
- Bring best user experience through technological transformations and innovation, work with a unified purpose of building long terms associations to create an impact is not limited to customer's business; an impact touches lives.

Wipro PVT.LTD   June 2019 - February 2020
Work as Customer support   Kolkata, India
- Guide people to resolve quires with technical problem and help to find solution
- Introduced new ideas to make people more comfortable to come and resolve issue
- Built people's trust in company and got reward as best employee of month

Brigham Young University - Idaho   February 2022 - Present
IT Messaging and Email administration   Rexburg, Idaho

- Analyzed with Microsoft and products.
- Outlook and zoom accounts. Managed Office 365 Installation, exchange admin center. zoom recordings and accounts, Security compline center. with quantification.
- Coordinated with team of five as coworker. Providing latest information about Microsoft.

Interests

- Programming
- Managing Projects
- Planning Projects
- Paying games
- Watching Movies