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#  CONTACT

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 **LANGUAGES KNOWN**

English : Read, Speak & Write Hindi : Read, Speak & Write Bengali : Speak

#  HOBBIES

 Playing Music

 Art

 Reading

 Travelling

## CAREER OBJECTIVE

**Seeking a fulfilling position in an organization that offers growth opportunities and allows me to utilize my leadership skills.**

##  EDUCATION

**DEGREE COLLEGE/BOARD PERCENTAGE(%) DURATION**

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| --- | --- | --- | --- |
|  Secondary | NBSE |  80% | 2013 |
| Higher Secondary | NBSE | 75% | 2013-2015 |

 B.COM IGNOU - PURSUING

##  COMPUTER PROFICIENCY

* + MS-Word, MS-Excel, MS-PowerPoint, MS-Access
	+ HTML
	+ Tally (Basics)

##  WORKING EXPERIENCE

* + Designation- Receptionist Cum Counselor (MICE)
	+ Period of Working- 3 Years to Till date

##  KEY STRENGTHS

* Dedicated to complete the given task.
* Hardworking and learns from mistakes.
* Adaptability to situations.
* Good communications skills
* Team work.