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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.