

BIO-DATA



NAME :NISHI BAHALIA(DUTTA)
FATHER'S NAME : BINODE BAHALIA
HUSBAND NAME: ANHILASH DUTTA
DATE OF BIRTH : 03/06/1992
RELIGION : HINDUISM
GENDER : FEMALE
NATIONALITY: INDIAN

ADDRESS: 137/12 NARKEL DANGA MAIN ROAD KOLKATA-700011

CONTACT NO:8013890366

CAREER OBJECTIVE :

TO BUILD CAREER IN A GROWING ORGANIZATION , WHEN I CAN GET THE OPPORTUNITIES TO PROVE MY ABILITIES BY ACCEPTING CHALLENGES , FULFILING THE ORGANIZATIONAL GOAL AND CLIMB THE CAREER LADDER THROUGH CONTINUOUS LEARNING COMMITMENT.

ACADEMIC PROFILE

<u>EXAMINATION</u>	<u>BOARD</u>	<u>YEAR</u>	<u>DIVISION</u>
BCA	SIKKIM MANIPAL UNIVERSITY	2013	Passed
HIGHER SECONDARY	WBCHSE	2009	Passed
MADHYAMIK	WBBSE	2007	Passed

**OTHER QUALIFICATION:COMPUTER KNOWLEDGE (MSWORD ,INTERNET)
BASIC IN ECXEL**

**WORKING EXPERIENCE : 2 YEARS WORKED AT A LOGISTIC COMPANY IN THE
CAPACITY OF ASSISTANT MANAGER AND ASSISTED OPERATIONS IN FOLLOWING
AREAS:**

- 1:MAINTAIN NECESSARY RECORDS AND DAY TO DAY WORKING DECISION MAKING.**
- 2:MAINTAIN DOCUMENTS TO ENSURE SWIFT MOVEMENT OF VEHICLES.**
- 3:PREPARATIONS OF PAPERS NECESSARY FOR RECORD KEEPING.**
- 4:REVERTING TO CLIENTS AND VENTORS OVER EMAIL WITH DETAILED WORKING.**

DATE :

PLACE:

SIGNATURE