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| **RESUME** |



NAME : **NEHA BISWAS**

Address : 3/2 Assiana Apartment

83 Ramakrishna Road

Kolkata – 700079

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**PERSONAL DETAILS**

Date of Birth : 11-08-1995

Father’s Name : Dr. Bijan Kumar Biswas

Mother’s Name : Mrs. Sahana Biswas

Sex : Female

Nationality : Indian

Marital Status : Single

**CAREER OBJECTIVE**

To be an astute learner and the best performer in your organization and to pursue an innovative career in your esteemed organization by using my skills and other significant talents and cater to the needs of the company in the best possible way.

**EDUCATIONAL QUALIFICATION**

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| **SI NO:** | **Course** | **School/College/University** | **Year of passing** | **Result** |
| **1** | I.C.S.E | Julien Day School (Ganganagar) | 2012 | Pass-82% |
| **2** | I.S.C | Julien Day School (Ganganagar) | 2014 | Pass-81.5% |
| **3** | B.SC in Geography (Hons) | Loreto College  (kolkata) | 2017 | PASS |
| 4 | B.A in English  (Hons) | IGNOU  (distance) | 2020 | PURSUING |

**ADDITIONAL CERTIFICATION**

* Certified brown belt in karate and fitness
* Certified 5th year in art
* 13 years of vocal train

**RELEVANT WORK EXPERIENCE**

* 1 year part time work experience in a travel and tourism company **United Capital Club** in customer service department
* Joined with **SPICEJET (I) Ltd** on 28th April 2017 as a cabin crew and promoted as Senior Cabin Crew In-charge in May 2019 till date. (TRAINED ON BOEING 737-700,800,900ER & Q400 SERIES)

**COMPUTER PROFICIENCY**

* Basic internet surfing knowledge.
* Fair proficiency with all versions of windows including Microsoft office WORD, EXCEL & POWER POINT.

**COMPETENCIES**

Good communication skills in English, Hindi and Bengali, interpersonal skills, organised and calm approach, focused and hardworking, good teamwork skills, quick learner with sound numerical competence & Strong management and leadership skill.

**LEISURE INTERESTS**

Reading, Singing and Cooking/Baking

I HEREBY DECLARE THE ABOVE MENTIONED INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

***NEHA BISWAS***