

TOSHIMENLA Y PONGEN

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Midland Dimapur (797112) Safdarjung, New Delhi (110029)



Experience

LangÉcole

10/2017 - 03/2018

Office Assistant

Managing calls, interacting with teachers, MS Office,
Making Schedules, Routines

Gullybaba Publishing House

04/2019 - 06/2019

Publishing Assistant

Interacting with authors, Organising, Decision Making

SIEC

06/2019 - 12/2019

Jr Career Advisor

Interacting with delegates and students, team work,
managing calls, assisting senior managers, Attending
Conferences and Webinars, Managing CRM, Generating
Online and Offline Leads, Campaigns

Education

Christian Higher Secondary School

2012

10

Mount Carmel School, New Delhi

2014

12

Indraprastha College For Women

2017

BA Philosophy

LangÉcole

2019

Portuguese

Skills

Verbal and Written Communication

MS Office

Creativity

Quick Learner

Assistant Management

Creative Writing

Language

English

Hindi

Portuguese

Ao Naga

Achievements & Awards

Certification in Translation Studies

Udemy Certification in Professional
Physiotherapy

Udemy Certification in Personality
Development

Activities

Vontunteering for Peace Activities

Online Learning