|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Curriculum Vitae | | | | | | | | | | |
|
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |
|  | SUSMITA PAUL | | |  |  |  |  |  |  |
|  | Administrative Assistant | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |
|  | Personal Information | | |  |  |  |  |  |  |
|  | Address | | |  |  |  |  |  |  |  |
|  | Vill + PO = Bhattanagar | |  |  |  | **Career Objectives** | | | |  |
|  |  |  |  |  |  | A passionate Administrative professional with over 1year 8month of experience in managing and supervising administrative activities. Proven ability to planned efficiently and ebility to work independently. | | | | |
|  | PS :- Liluah | | |  |  |
|  |  |  |
|  | Dist :- Howrah | | |  |  |
|  | Pin:-711203. | | |  |  |
|  | Phone:8961148491 |  |  |  |  |
|  | DOB:30.06.1994 |  |  |  |  |  |  |  |  |  |
|  | Email |  |  |  |  | **Experience** | | | | |
|  | [susmitapaul061994@gmail.com](mailto:susmitapaul061994@gmail.com) | | | |  | **NSIC Technical Services Centre.** | | | |  |
|  |  |  |  |  |  | **01.2018-Present** | **Adminidtrative Assistant & Personal Assistant** | | | |
|  | **Skills** |  |  |  |  |
|  | Time Management |  |  |  |  | \* | Doing the work of Personal Assistant of General Manager | | | |
|  | Resourcefullness |  |  |  |  | \* | Answering Phones | | | |
|  | Positive Attitude |  |  |  |  | \* | Organize File | | | |
|  | Strategic Planning |  |  |  |  | \* | Clerical Work(mailing,scaning ) | | | |
|  | Operate Internet |  |  |  |  | \* | Statistics. | | | |
|  | Software |  |  |  |  | \* | Postal Letter Receive & Despatch Courier. | | | |
|  | Microsoft Word |  |  |  |  | \* | Taking notes & Prepare IOM & Office Order. | | | |
|  |  |  |  |  |  | \* | Managing Tenders. | | | |
|  | Good |  |  |  |  | \* |
|  |  |  |  |  |  | \* | Recording minutes of meetings. | | |  |
|  | Microsoft Excel |  |  |  |  | \* | Maintaining communication with Head Office | | | |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Good |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Education** | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
|  | MS Windows Server |  |  |  |  | **Year** | **Organisation Name** | | **Subject** | **Percentage** |
|  |  |  |  |  |  | 2015-2017 | **Calcutta University** | | Economics | 62% |
|  | Good |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | 2012-2015 | **Raja Peary Mohan College** | | Economics | 63% |
|  |  |  |  |  |  | 2012 | **Liluh T.R.G.R Khemka Hgh School** | | Ecoscience | 76% |
|  | Language |  |  |  |  |
|  | Bengali |  |  |  |  | 2010 | **Kulakamini Balika Vidyamandie.** | | **-** | 63% |
|  |  | | |  |  |
|  | Excellent | | |  |  |  |  |  |  |  |
|  | Hindi |  |  |  |  | **Projects** | | | | |
|  |  | |  |  |  |
|  | Very Good | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **\* Financial Inclusion In India** | | | |  |  |
|  | English |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Good |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |