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| Curriculum Vitae |
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|   |   |   |  |  |  |  |  |   |
|   | 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 |  | **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 |   |   |   |  |  |  |  |  |  |  |
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