Curriculum Vitae

ME - TRISITA BHATTACHARY A

Branch-Diploma in Information Technology

Contact: 7439113559

E mail:mailtrisita.bhattacharya@gmail.com

Career Objective :

To prove myself a dependable team member and make tangible contributions for the Company; thereafter, to shoulder independent responsibilities, rise to a decision- making level and attain the organization’s macro objectives.

Yearsof Experience :

4 Years 7 Months

Professional Experience :

Organization: R a he e I nfra te c h L im ite d

Designation: proc e s s c oordina tor & e x e c utiv e a s s is ta nt to the proj e c t dire c tor

R e s pons ibilitie s :

* ERP maintaing
* Coordinating in projects related work
* Attending meeting, making minutes of meeting
* Projects report maintaining
* File handling
* Google calendaring
* Reports uploading in Google drive
* Making presentation for meeting
* Assit to project director
* Appointment fixing for visitors and clients
* Coordinating with all levels managers about project related works
* To take daily progress report from concerned person & upload to GD.
* Monthly report maintaining & uploading. Weekly report maintaining and uploading.
* Mail checking . Appointment fixing of vendors/ client.
* Arrange PPT for projects at the time of meeting.
* Plant & Machinery job handling

Professional Qualification:

IT – asp.net, java training from webel

Technical Credentials

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| --- | --- | --- | --- | --- |
| DEGREE | INSTITUTION | SEMESTER | Y EAR OF  PASSING | % OF MARK S |
| Diploma in | SarojMohan | 6th. | 2014 | 83.4% |
| Information | Institute Of | 5th. | 2013 | 82.6% |
| technology | Technology | 4th. | 2013 | 81.8% |
|  |  | 3rd. | 2012 | 75.4% |
| (W.B.S.C.T.E.) |  | 2nd. | 2012 | 75.6% |
|  |  | 1st. | 2011 | 71.2% |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EX AMINATION | NAME OF SCHOOL | BOARD/  COUNCIL | Y EAR OF  PASSING | TOTAL  MARK S | % OF  MARK S |
| Secondary | SantragachiBhanumati  Girl’ s High school | W.B.B.S.E | 2007 | 521 | 63% |
| Higher  Secondary | SantragachiK edarnathGirl’ s high school | W.B.C.H.S.E | 2009 | 323 | 65% |

AcademicsQualification:

Computer Literacy :

* MS - WORD 200, MS - EX CEL, MS - ACCES S , MS - POWERPOINT and Internet.

StrengthandWeakness:

* S incere, Energetic and Hard working.

Personal Details:

: 1st October , 1991

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| D a te of B irth |  |  |
| Na tiona lity | : | Indian |
| L a ng ua g e s k now n | : | English, Bengali& Hindi. |
| S e x | : | Female |

17/5,Ramcharan Sett Road,K rishna apartment BL-

|  |  |  |
| --- | --- | --- |
| P e rm a ne nt A ddre s s | : | D,flat no-204 howrah-711104 |

Declaration:

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| I hereby declare that all details furnished herein are true to the best of my Knowledge, | |
| Qualification&Experience. |  |
| Date: | TrisitaBhattacharya |
| Place: | ( S ignature) |