

SANCHITA SAHA



DATE OF BIRTH : 01.10.1999
ADDRESS : 36/10, Chandra Nath Roy Road,
p. s. Tiljala, kolkata-700039,
west Bengal

CONTACT DETAILS :-

- MOBILE (PERSONAL) : 9748561066
- RESIDENCE NO : 9831728488/9007686425
- EMAIL ID : sahasanchita1999@gmail.com

OBJECTIVE

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of any filed.

EDUCATIONAL QUALIFICATION

<u>QUALIFICATION</u>	<u>BOARD / UNIVERSITY</u>	<u>YEAR</u>	<u>PERCENTAGE/ CGPA/GRADE</u>
MADHYAMIK EXAM	WEST BENGAL BOARD OF SECONDARY EXAMINATION	2015	71.85%
HIGHER SECONDARY EXAM	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2017	78.8%
GRADUATION (B.A. IN ENGLISH)	UNIVERSITY OF CALCUTTA	2020	45.25%
POST GRADUATION (M.A. IN ENGLISH)	UNIVERSITY OF CALCUTTA	2023	final exam over, waiting for final certificate/ result

PRESENTLY WORKING (EMPLOYMENT)

- ❖ Presently working at Computer Age Management Services (CAMS) as a Senior Executive – Customer Service.

ACHEIVEMENTS / CERTIFICATION

- ❖ Certificate in National Institute of Securities Markets (NISM)
- ❖ Certificate in Intellectual property awareness programme

EXTRA - CUURICULAR ACTIVITY

- ❖ **Diploma in computer course in information technology (C.I.T)**
- ❖ **fundamental and Os , ms-office (words ,excel ,power point),internet.
Advance excel**
- ❖ **C PROGRAMMING**
- ❖ **Knowledge of content writing**
- ❖ **TCS ion career edge - young professional course.**
- ❖ **Diploma in painting from Bangiya Sangeet Parisad affiliated to Rabindra Bharati
University**

SKILLS

- ❖ **computer skill**
- ❖ **communication skill**
- ❖ **problem solving**
- ❖ **team player**
- ❖ **fast learner**
- ❖ **CRM software**
- ❖ **customer relationship management**

LANGUAGE PROFICIENCY

- ❖ **Bengali , Hindi And English**

HOBBIES

Painting , Reading Books ,Writing, Travelling, script writing and Listening To Music

DECLARATION

I hereby declare that the particulars and information stated as above are correct to the best of my belief and knowledge.

Sanchita Saha

signature