

# Resume

Name : Saheli Das Sarma (Ganguly)  
Email : saheliganguly57@gmail.com  
Mobile No. : +91 8240348170  
Mailing Address : Kaikhali, 22, Sardar Para, P.O- Airport, Kolkata-700052  
Permanent Address : Subhaspally(Dakshinpara) Khalisani, Chandannagar,  
Hoogly, W.B-712138.

## Academic Qualification:-

- B.A majoring in Mass Communication from Calcutta University in the year 2008.

## Computer Knowledge:-

- Pursued Diploma in Computer Application from Techno India collaborated with N.I.E.L.I.T (Doeacc).

## Working Experience:-

1) Worked in Herbalife International Pvt. Ltd.(US Based Company) which works on wellness industry as Health Counsellor and Nutrition Advisor from 2007 to 2009.

Duties as Health Counsellor : -

- Giving presentation on Company to the visitors .
- Giving product details and their health benefit to the customers.
- Giving product training to the distributors of the company.

2. Worked as “Academic Counsellor” in Mahendra’s Education Pvt. Ltd. for 5 months from January 2015- May, 2015.

Duties as Academic Counsellor-

- Giving proper guidance to the students by understanding their psychology and the personality.
- Giving product details and course modules to the students.
- Keeping co-ordination between the students and teachers.

3. Worked as HR Recruiter at “ Moople Institute of Animation and Design , Topsia from 21<sup>st</sup> February to 10<sup>th</sup> March, 2022.

Duties as HR Recruiter:-

- Sourcing the required profiles through job portals, references, etc.
- Handling the complete recruitment life cycle ,i.e, understanding the profile to sourcing and screening telephonic interview ,salary negotiation , post offer process and final joining .

4. Worked as “ Student Success Counsellor “ for the position of Associate –Sales and Customer Success in Edudigm, (Ed-tech company), An IIT Kharagpur Alumni Initiative. From 4<sup>th</sup> July to 11<sup>th</sup> October ,2022.

Duties as Student Counsellor:-

- Initially approaching to the potential leads and converting them to clients and collecting feedback from them regarding the various services offered by Edudigm.
- Writing scripts for calling various stakeholders while consulting with Sales Manager.
- Did work on UDAYER PATHE SCHOLARSHIP Project , EAST (Edudigm Cum Scholarship Test) Project and explaining about EAST Report to the students.
- Did assignments on Edudigm Prospectus, websites .
- Did work collaboratively with Hemsheela Model School , Durgapur (the partner school of Edudigm )
- Preparing COE (Centre of Excellence) of India giving school details.

### Personal Attributes:-

- Good communication Skill.
- Positive and self- motivated.
- Enjoy a competitive environment.
- A good listener.

Date of Birth : 07.07.1988.  
Husband’s Name : Mr. Amit Kumar Ganguly.  
Nationality : Indian  
Religion : Hinduism  
Languages known : English, Hindi, Bengali

Date:-

Place:-Kolkata

---

Signature

