

# KUHELI MITRA

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30/1 M.M. Feeder Road, Ariadaha, Kolkata - 700057

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## Career Objective

- A challenging career that will enable me to exhibit my professional competency to the zenith and will enable me to expose my talent to the max, to reach the heights of success.

## Summary of Skills

- Demonstrated problem analysis/ resolution skills, ability to troubleshoot, solve problems quickly & completely.
- Keen aptitude for both learning and applying new concepts quickly.
- Strong organizational skills, ability to handle multiple tasks & thrive in a challenging, fast-paced environment.
- Ability to effectively contribute to the goals/ objectives while working independently with little direct supervision.

## Academic Qualification

- Post Graduated from University of Rabindra Bharti in the year 2005, in M.A. Bengali.
- Graduated from University of Calcutta in the year 2003, in B.A. Bengali (Honors).
- Passed Higher Secondary from West Bengal Council of Higher Secondary Education in the year of 2000.
- Passed Secondary from West Bengal Board of Secondary Education in the year of 1998.

## Computer Proficiency

- MS office, Adobe flash & Adobe Photoshop.

## Professional Experience

- At present working with **Vikram India Ltd.** as HR & Admin Executive since 1<sup>st</sup> June'18.
- Worked with **Bhandari Automobile** as a Telemarketing Executive since 8<sup>th</sup> April'17 to 31<sup>st</sup> May'18.
- Worked with **India Fast Forward Sales & Marketing Pvt Ltd.**, as Back office Executive since 8<sup>th</sup> February'16 to 10<sup>th</sup> March'17.
- Worked with **Winnow Infotech.** as HR & Admin Executive since 29<sup>th</sup> January'14 to 5<sup>th</sup> February'16.
- Worked with **Pathimage Instruments Co** as Back office Executive since 28<sup>th</sup> February'13 to 26<sup>th</sup> January'14.

## STRENGTHS

- Team Work - multi-tasking abilities coupled with energetic, smart working & with sense of responsibilities.
- Ability to Work Independently.

## **HOBBIES**

- Net Surfing
- Listening to music

## **Personal details**

- **Date of Birth** : 30th December ,1981
- **Husband's Name** : Shyamal Mitra
- **Gender** : Female
- **Nationality** : Indian
- **Marital Status** : Married
- **Languages known** : Bengali, English, Hindi

## **Declaration**

I declare that the information mentioned here in my resume is correct and complete to the best of my knowledge.

**Place: Kolkata**

**Kuheli Mitra**