

TULIKA CHAKRABORTY

Bachelor of Arts

Contact address: Tulika Chakraborty

8, Bompas Road, Kolkata: 700029

Contact No: +91-9830830138.

E-mail ID: tulikachakraborty1992@gmail.com.

OBJECTIVES:

I aspire to acquire an inventive and challenging job, where I can implement my managerial and leadership skills. Work to the best of my ability with the leading corporate, committed and dedicated people, which will help me to realize my potential and explore myself fully. I am looking for a challenging job where I can explore and prove my potential and give best put of me.

ACADEMIC QUALIFICATION:

DEGREE/ CIRTIFICARTE	QUALIFICATION	INSTITUTE	BOARD/ UNIVERSITY	YEAR
GRADUATION	B.A	Jogamaya Devi College	Calcutta University	2011-2014
12TH	HIGHER SECONDARY	Carmel High School	West Bengal Council Of Higher Secondary Education	2009-2011
10TH	SECONDARY EXAMINATION (MADHYAMIK)	Nava Nalanda High School	West Bengal Board of Secondary Education	2009

ADDITIONAL QUALIFICATION:

- **Diploma in Computer Application** from THE INSTITUTE OF COMPUTER ENGINEERS (INDIA).

LANGUAGES KNOWN:

- BENGALI.
- ENGLISH.
- HINDI (ONLY SPEAKING).

WORK EXPERIENCE:

Hi-Tech Systems & Services Ltd. : (July, 2018-present)

- **DESIGNATION:** Front Office Executive.
- **JOB ROLE :** Solely looking after the ticketing and all hotel bookings for the official tours. Maintaining and allocating company cars to employees for inter city movement. Dispatching of all couriers. Attending board-line calls. Organizing meetings and also scrutinizing the cleanliness of the office. Responsible for attending guests and making sure that their stay in the city is properly organized. Also looking after the maintenance and reporting of attendance system.

Gandhi Institute of management & technology :

- **DESIGNATION:** Admission Councilor.
- **Tenure:** 3 months.
- **JOBROLE:** Handling admission procedure. Communicating with students. Filing of important document.

COMPUTER PROFICIENCY:

- MS WORD, MS EXCEL, MS POWER POINT.

HOBBIES/INTEREST:

- Listening to music.
- Movies.
- Football.
- Painting.

PERSONAL DETAILS:

- Father's Name: Mr. Nikhilendu Chakraborty.
- Mother's Name: Mrs. Purnima Chakraborty.
- Husband's Name: Mr. Ananda Mondal.
- D.O.B : 28th April, 1992.
- By faith: Hindu.
- Nationality: Indian.
- Marital Status: Married.

I hereby declare that the information given above is correct to the best of my knowledge.

SIGNATURE:

Tulika Chakraborty

Date: 30th August, 2019

(TULIKA CHAKRABORTY)