

CURRICULUM VITAE

SHREYA MAKHAL

Fartabad Beltala, Garia,
Kolkata-700 084
Contact No : 9830839058
Email: shreyamakhal@gmail.com



Career Objective:

To be a part of a professional work environment where I can get the opportunities to prove my abilities and at the same time cultivate my humble knowledge for personal and organizational growth to the best of my ability.

Academic Qualifications:

Exam/Degree	University/Board	Passing year	Percentage of Marks	Division/Grade
MSc. Chemistry	University of Kalyani	2022	77.06%	1 st class
BSc. Chemistry Hons.	University of Calcutta	2020	74.5%	1 st Class
Higher Secondary Exam.	W.B.C.H.S.E.	2017	86.2%	A+
Madhyamik Exam.	W.B.B.S.E.	2015	94.14%	AA

Other Qualifications:

Sl. No.	Name of the Course	Name of the Institute	Grade
i)	Certificate in Information Technology. (CITA)	YCTC	A
ii)	Diploma in Information Technology Application (DITA)	YCTC	A+

Experience:

Sales and Marketing Trainee: (February'2023- August'2023)

GANGULY GROUP

Responsibilities Executed:

- Prepared professional PowerPoint presentations and reports.
- Maintained and organized customer data efficiently using MS Excel.
- Preparation and maintenance of financial records by preparing money receipts.
- Prepared sales agreements.
- Efficiently handled new tasks such as blog writing, content writing, etc.
- Prepared visually appealing presentations using MS PowerPoint and other tools.

Languages known:

- Bengali
- English
- Hindi

Personal Details:

- Date of Birth: 13.11.1999
- Gender: Female
- Nationality: Indian

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the authenticity of the above-mentioned particulars.

Shreya Makhal