

Corresponding address:

BB-

158, Saltlake City

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Ipsita Ghosh

Objective

- To use my knowledge, skills, my ability to learn and to analyze the requirements, towards the growth of the company and thereby to establish myself in the competitive field.

Total Experience

4 Yrs.

Previous Company

Beltalk Technologies Pvt Ltd.

- Data Entry Executive [Kolkata, **2 yr**]

Acuity Software Pvt Ltd.

- HR Recruiter [Kolkata, **8 months**]

Present status

Currently working at **Pakhi Infosoul.**

- Customer care Executive [Kolkata, **1 yr**]

Skills Acquired from Professional Experience

- Knowledge Role of HR/Receptionist.
- Client Handling.
- Data Entry.

Other Skills Summary

- Typing Speed:25-30 WPM/ 85 % accuracy.
- Good communication skills in English , Hindi & Bengali.
- Average analytical skills.
- Basic Knowledge of Computer Handling & MS Office .
- Pleasant Personality.

Educational Qualification

Course	Board / University	Year of Completion	Marks (%)
Bachelor of Arts (BENGALI Hons)	Calcutta University	2015	48
Higher Secondary	W.B.C.H.S.E.	2012	57
Secondary	W.B.B.S.E.	2010	47

Personal Profile

Fatherr's Name : Mr. Susanta Ghosh

Date of Birth : July 30th , 1993.

Marital Status : Unmarried.

Language Known : English, Bengali and Hindi.

HOBBIES: Listening to Music & Dance.

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