

Payel Ghosh

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- **Address:** 4/22 Mordecai Lane, Dum Dum, Kolkata-700074
 - **Date of Birth:** 31st December 1996
 - **Nationality:** Indian
 - **Marital Status:** Unmarried
 - **Gender:** Female
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Career Objective:

As a Dynamic, Hardworking, Organised and Punctual person, I am looking for an Organisation that can utilise my positive outcome to their growth as well as help me to hone my skills and career

Internships:

Organization: Just Dial Limited

Designation: Sales Executive

Post: Operation

Duration: 23rd November, 2020-04th February, 2021

Key Responsibilities:

- Verify the documents provided by the paid clients by calling.
- Make necessary changes to the contract if required
- Make Digital Catalogue on behalf of Client.
- Make necessary changes to the catalogue as per client requirements.

Organization: Mahendras Educational PVT. LTD.

Designation: Executive Counselor (Part-Time)

Duration: 01st February 2020 - 18th March 2020

Key Responsibility:

- Provide detail information about courses and curriculums to the candidates who visit the institution for the first time
- Taking follow-ups of those candidates who visit the institution but does not enrol themselves
- Solve issues of existing candidates
- Manage the database with the information of the selected candidates
- Maintain the files of the candidates who enrol themselves

Organization: Mahendras Educational PVT. LTD.

Designation: Telecaller (Full-Time)

Duration: 16th July 2019 - 04th November 2019

Key Responsibility:

- Taking follow-ups by calling the candidates who visit the institution but don't enrol themselves.
 - Provide the discount code by promo-code.
 - Reach sales target by enrolling candidates.
 - Providing details about products (course).
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Educational Qualification:

Examination	Institution	University / Board	Marks (Percentage)
Graduation (2018)	East Calcutta Girls College	West Bengal State University	39.38
Higher Secondary (2015)	Dum Dum Road High School (for Girls)	West Bengal Council of Higher Secondary Education	67.6
Madhiyamik (2013)	Lake Town Government Sponsored Girls High School	West Bengal Board of Secondary Education	65.29

Extra Curriculum Activity:

Course	Institution	Passing Year	Grade
Geographical Information System; TNT Mips	East Calcutta Girls' College	2017	B
C Programming	East Calcutta Girls' College	2016	B
Information Technology Application	Youth Computer Training Centre (South Dum Dum)	2014	B+

Language Known:

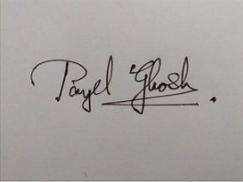
Bengali: Mother Tongue

English: Reading, Writing and Speaking

Hindi: Speaking Only

Interests:

- Dance
- Listening Music
- Solving Puzzle

A photograph of a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Poyel Ghosh".

Signature