

ARIJIT SAHA

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Address:

CO SWAPAN KUMAR SAHA

BHALUKA BAZAR

HARISHCHADRA PUR

MALDA - 732125(WB)



OBJECTIVE

Seeking an expert position to utilize my academic and interpersonal skills to promote the value of learning and self worth along with my own personal growth while being resourceful innovative and flexible.

EXPERIENCE

IndiaMart. Com- Sr Executive Assistant- September 2014 -to- September 2018

1. Advanced Microsoft Office skills with an ability to become familiar with firm specific programs and software. 2. Proficiency in collaboration and delegation of duties. 3. Strong organizational project management & problem solving skills with impeccable multitasking abilities. 4. Exceptional interpersonal skills. 5. Friendly and professional demeanor.

EDUCATION

Institution	Major	Year of Passing	Percentage/CGPA
WBUT	BCA - Computer Application & Program	2013	67%
WBCHE	Intermediate(Science)	2009	52%
WBSE	Matriculation	2007	65%

INTERESTS

- Listening music
- Cooking
- Playing table tennis

SKILLS

- Office skills

- MS Office
- Senior management
- Project management
- Interpersonal skills
- Problem solving

STRENGTHS

- Good communicator
- Proactive
- Organized
- Self motivated
- Flexible
- Discretion
- Efficient

Personal Details

Father's Name : SWAPAN KUMAR SAHA

Date of Birth : 05-04-1992

Gender : Male

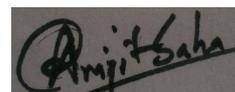
Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Bengali

Declaration

I hereby declared that all the above information are true to the best of my knowledge and belief.


(ARIJIT SAHA)