

SWAGATA SINHA

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✓ Career Objective

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth. Seeking to join a reputed organization as a customer service executive to serve with the best of my professional skills.

✓ PROFESSIONAL EFFICIENCIES

- Soft spoken, carefree, light-hearted and disciplined.
- Pleasing personality.
- Good in a public speaker.
- Efficient in sorting out as quickly as possible all kind of services and products.
- Related complains of the customer.
- Tireless, target-centric and result-oriented.
- Adapting expertise with the changing environment.
- Well-developed Communication Skills

✓ Academic Qualification

- B. Com (Hons in Accounts & Finance) from Calcutta University
- Higher Secondary Certificate (H.S.C) from West Bengal Board
- Secondary school Certificate (S.S.C) from West Bengal Board

<u>EXAMS</u>	<u>SCHOOL/COLLEGE</u>	<u>MARKS OBTAINED</u>	<u>PERCENTAGE & GRADES</u>	<u>YEAR</u>
Madhyamik	Salkia Kedarnath Babulal Rajgaria Girls' High School	429	61.29%, A	2013

H. S.	Salkia Kedarnath Babulal Rajgaria Girls' High School	405	81%, A+	2015
B.COM(H)	Acharya Girish Chandra Bose College	509	56.7%, II	2018

➤ SCHOLASTIC ACHIEVEMENTS

Secured highest marks in English and Mathematics in class 12th examination.

✓ TECHNICAL KNOWLEDGE

- Extensive knowledge of internet and computer.
- MS Office, Access, Excel, Word
- Multimedia & Photoshop
- Tally ERP.9
- Computer Hardware

✓ Academic Projects

Project 1 – “Impact of Micro Financing Through Self Help Groups To Empower Women- A Study On The Microfinancing By Government Sector In Context To West Bengal”

Details:

❖ Objective of the Study:

1. To study the indicators of women empowerment in aspect of WBSRLM.
2. Assess the impact how the micro financing done by WBSRLM is positively affecting the life of women to come out of the social obligations and to contribute equally in the society.

❖ Study Design:

The study used interview method through semi structured interview schedule and observation tool were employed to know about the logic. Primary information was acquired through filling interview schedule amongst the Self-

Help Group women. The data were generated from field visit and observation method observing the living style of the respondents in the villages.

✓ **HOBBIES**

- Making new friends
- Learning new things.
- Reading books.

✓ **Personal Details**

Date of Birth: 5th March 1998

Languages: Bengali, Hindi, English

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