SUSMITA JANA

Mobile: 8961070952

Email ID:susmita95jana@gmail.com

Permanent Address:

DL 97, Salt Lake, Sector 2, Kolkata 700091

Personal Details:

Date of Birth: 15-June-1995
Sex: Female
Marital Status: Unmarried
Language Known: Bengali, Hindi, English

Professional Qualification:

Institute	Course	Year	Grade
ICA	Business Computer Application.	2018	A
Youth Computer Training Centre	CITA	2016	A

Educational Qualification:

Year	Degree	School/College	Board/University	Marks (%)
2011	Secondary	Laban Hard Vidyapith for Girls.	W.B.S.C.E	47.87
2013	Higher Secondary	Begum Rokeya Smriti Balika Vidyalaya	W.B.C.H.S.E	55.2
2016	BA (Graduation)	Bidhannagar Government College	West Bengal State University	38.14
2019	MA(Bengali)	Rabindra Bharati University	Rabindra Bharati University	47.75

Computer Knowledge:

➢ Proficiency in handling Microsoft Word, Excel, PowerPoint, Outlook (2018).

Strength:

➢ Quick learner and willingness to improve with experience.

_____

Date: (Signature)