

MRITTIKA GHOSH

Working as a receptionist

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction self development and help me achieve personal as well as organization goals.



✉ mrityka1214@gmail.com

📍 VILL+P.O-Sukdebpur , P.S-Bishnupur , PIN-743503, 24 Paraganas (S), Kolkata, India

📞 6290937451

📅 12 September, 2000

EDUCATION

Diploma in Elementary Education (D.El.Ed.)

YEAQUB ALI B.ED COLLEGE

08/2021 - 12/2023

Hayatnagar,Rajarhat

GRADUATION

VIVEKANANDA COLLEGE,THAKURPUKUR

08/2018 - 08/2021

69%

Courses

- B.SC in BIO SCIENCE

HIGHER SECONDARY

GOTALAHAT SASHI BHUSAN HIGH SCHOOL

06/2016 - 06/2018

65%

Courses

- SCIENCE

SECONDARY

SEVANAGAR BALIKA VIDYALAYA

06/2014 - 06/2016

75%

Courses

- MATRIC

COMPUTER TRAINING

MS Word

Official documentation, Page Design, Data Entry etc.

MS Excel

Data Entry, MIS Executive, Advanced Excel, Billing , Pivot Table etc.

MS Powerpoint

Official Presentation presenting , PPT Making , Slide Show etc.

EXTRA CURRICULLUM ACTIVITY

5th Year passed in drawing

3rd Year passed in singing

Completed Yoga Training

SKILLS

Strong communication skills and emotional intelligence

Ability to work independently

Strong technological literacy skills

Amazing organizational skills

WORKING EXPERIENCE

1 year experience in reception from KASTURI MEDICAL CENTRE PVT LTD. (06/2023 - Present)

CERTIFICATES

DRAWING

SINGING

BASIC COMPUTER

YOGA

LANGUAGES

BENGALI

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

INTERESTS

Drawing

Gardening

Singing

Reading story book