

# Asmita Kundu

Willing to secure a position with a well-established or a growth focused company with a stable environment that will lead to a long lasting working relationship with the organization. A place which will also add up to my personal growth and help me upskill.

1/45A Graham Road,  
Arabinda Nagar,  
Kolkata - 700032.  
**+91 9734049248**  
**ashmitakundu25@gmail.com**

## EXPERIENCE

### **Picture Perfect Moments (PPM), Kolkata — Admin & PR Coordinator.**

Member of the core team of the company, A bridge between the clients, freelancers and the company heads, looking after the deadlines, previewing short videos & movies for technical corrections. Responsible for developing, implementing, and evaluating a company's communication strategy while also protecting the company's reputation.

March 2022 - October 2022

### **Alipore Judges Court, Kolkata — Legal Intern.**

It was an overall Training experience to gain an overall understanding of the Legal system. Had to manage case files, keep track of the hearing dates for the senior advocates, case briefing, assisted in preparation of trials.

April 2021 - December 2021

### **Wowser Technologies Pvt. Ltd., Kolkata — HR Executive.**

Responsible for ensuring that a workforce is able to perform optimally, ensuring that sufficient people are recruited, retained, trained, and supported to fulfill the organization's goals and commitments. Monitoring staff performance and attendance, organizing new-hire training, making sure the staff gets paid correctly, advising on disciplinary and employee performance problems.

November 2019 - May 2020

## Education.

### **South Calcutta Law College, Kolkata — B.A.LL.B (Hons)**

2019 - 2024

### **The St. Xavier's School, Malda**

2017 - 2019

## PROJECTS

### **Rotaract District Organization 3291**

2020-21 Rotaract Club of Jadavpur Greens - Charter President.

2021-22 Rotaract District Organization 3291 - Zonal Secretary (Zone 8).

## SKILLS

Leadership.

Communication.

Competent Negotiator

Complex problem solving

Analytical thinking

Teamwork

Quick Learner

## LANGUAGES

English, Bengali, Hindi.