6289454140

nupur0695@gmail.com

05/06/1991

OBJECTIVE

I Have Experience building large, consumer aroused based content management
system . While much of my experience has been in the government.provide support with daily administrative tasks in a company.

SKILLS

Computer Skills:
- Knowledge of computer application (Ms Word, Excel, Internet)
- Knowledge of Site Content management System.
- Completed training of Airport ground Staff from Galaxy Airline Operational Training Institute
- Completed training of Web Designing Course from Indus net Academy
- Excel,, HTML, CSS, CMS, Dreamweaver, Notepad++ Photoshop

INTERESTS

Cooking
Decorating
Cricket
Travelling

LANGUAGE

English
Hindi
Bengali

NUPUR AGRAHARI

5/2B Seals Garden Lane Kolkata 700002

EXPERIENCE

Lavya jewells	**2022 - 2023**

Office Executive Coordinator

- All back office releted work

KIK JEWELS PVT. LTD	**2019 - 2022**

Office Assistant

Handling work in CRM -
1. Contact Details Sheet
2. Daily Following Social Media
3. As per requirement Sending Party Test Message
4. Daily Tracking All Sending percels
5. Party Order Update
6. FMS Sheet Followup
7. Searching Exhibition In gooogle
8. Eventss Updates In Social Media
9. Events update in checklist
Collect some design for Email to clients
10. Market sheet followup
11. Making Artwork for events
12. KIK Presantation
13. Calender
14. Membership List Maintaining
Office Assistant work -
1. Maintaining all Admin Work
2. Petty Cash

Indus Net Technologies Pvt Ltd	**2015 - 2018**

Open Source Department Content Uploader & Fresher Web Designer

Responsibilities and achievements:

- Manage all content related work and
- updated content management in website administration. Based on html page
- design. And upload images and events on website.
- Knowledge of popular keyword tool like Google,Wordtracker etc.
- Knowledge in working with CMS and building/administering content in
- multiple CMS environments.
- Knowledge in HTML/CSS and website administration
- knowledge on platforms like Custom PHP, WordPress & other CMS would
- be an added advantage.
- Experience in designing tools like Basic HMTL Page,Photoshop, Canva or
- any other online tools would be an added advantage.

WORK IN RELETED PROJECTS -

- Project: NIC Vice President of India
- Project: NIC Department of Personnel Training
- Project: NIC Department of Chemicals & Petro Chemicals
- Project: NIC Department of Economic Affairs
- Project: NIC Department of Revenue
- Project: NIC Department of Agriculture Cooperation & Farmers Welfare
- Project: development of Ministry of Rural Development
- Project: Ministry of Information and Broadcasting
- Project: Central Mechanical Engineering Research Institute
- Project: CEAT Tyre
- Project: AU Small Finance Bank
- Knowledge of Testing :
- Responsibilities and achievements: My responsibilities are testing all issues
- of front-end, design, in website. Project : Cipla med
- Project : EE-HUB
- Front end and design Testing on mantis.

Release My Ad Pvt Ltd	**2014 - 2015**

Marketing Department : Open Source Back Office Executive

Responsibilities and achievements:

- Finding All ads number and E-mail Id in new paper and find all

- newspaper advertisements rates.
- Manage all detail and report to senior.

EDUCATION

Calcutta University	**Passing Year - 2009-2013**

B.Com Graduate

Grades : **40**

West Bengal Council of Higher Secondary Education :	**Passing Year - 2007-2009**

Higher Secondary

Grades : **57**

West Bengal Council of Higher Secondary Education	**Passing Year - 2007**

High School Certificate Equivalent

Grades : **50**

- newspaper advertisements rates.
- Manage all detail and report to senior.

EDUCATION

Calcutta University

B.Com Graduate

Grades : **40**

West Bengal Council of Higher Secondary Education

High School Certificate Equivalent