

CURRICULAM VITAE



Personal Details:- **Name-**Amrita Basu
Mobile-8697829728
Email-amritabasu95@gmail.com

Career Objective:-

I am a science graduate. I am seeking a job in private sector where I can use my skills like data entry, Typing, maintaining and updating records and I hope I will be able to help the Organization to grow faster.

Work Experience:-

1) Company Name : - Vooraf Technology Pvt. Ltd.

- a) Job Description-**
Post holding- Data Administrative Associate
- b) Responsibilities-** Data Entry and analysis.
- c) Duration-** 5 months
- d) Last Salary drawn-** 9000/-

2) Company Name : - Welcon Financials Pvt Ltd-Welfin

- a) Job Description-**
Post holding- Operations executive
- b) Responsibilities-** I have knowledge about motor,health insurance and have issued policies for these two types of insurance.I have also knowledge about mutual fund and worked on various platforms of mutual fund.
- c) Duration-** 7th September 2022-Present
- d) Last Salary drawn-**12550/-

Academic Details:-

Degree	Year of passing	College/Universities	% marks
BSC Pass	2017	Barrackpore Rastraguru Surendranath College	41.86
Higher Secondary	2013	Nonachandanpukur Manmathanath Girl's School	68
Secondary	2011	Barasat Girl's High School	72.87

Skills:-

Data entry, Typing, Maintaining and Updating records.

Extra Qualification:-

- 1) Diploma in impact (1 Year)
- 2) Diploma in Financial Accounting/Tally (6 Months)
- 3) Advance Excel(3months)

Personal Vitae:-

Name: Amrita Basu

Permanent Address: 121, Sainik Nagar,
P.O- Jagannathpur,
P.S- Duttapukur,
Dist- North 24 Parganas,
Kol- 700126.

Date of Birth:- 13/08/1995

Languages known:- Bengali, Hindi, English.

Hobbies:- Scooty Driving, Listening to music and making Friends.

Declaration:-

I Solemnly declare that all the particulars furnished above are factually correct and true to the best of my knowledge.

Place:- Barasat

Date:-

Signature:-

Name:-Amrita Basu