**Resume**

**Ruchika Dutta**

**Email-** ruchikadutta0007@gmail.com

**Mobile no.-** 7584839174

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**Key Skills-**

Good communication, time management, punctual, team work, dedicated, adaptable, research skill, creative, plagiarism free writing.

**Previous Experiences-**

* Content writer at Your Flow Pvt. Ltd. (2018-2020)
* Ex- Cabin crew in Inter Globe Aviation (Indigo)
* Content Writer Cum Social Media Executive at CyberCorp LTD.

**Education Qualification**

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| --- | --- | --- | --- | --- |
| **Name of the Institution** | **Stream** | **Board** | **Marks in %** | **Year of Passing** |
| S.M.S.C Balika Vidyalaya | Secondary exam | WBBSE | 68% | 2008 |
| S.M.C Vidyapith | Higher Secondary | WBBHSE | 72% | 2010 |
| Berhampore Girl’s College | Graduation (Economics) | Kalyani University | 42% | 2014 |
| RDK college, Jiaganj | M.A in Economics | IGNOU | 65% | 2018 |

**Hobbies**

* Singing
* Painting
* Yoga
* Dancing
* Writing

**Personal Information**

**DOB-** 28/01/1993

**Age-** 32

**Father’s Name-** Manoj Dutta (Ex-Army)

**Mother’s name-** Rita Dutta (Homemaker)

**Fluent in-** English, Bengali, Hindi (Speaking, reading and writing)

**Present Address-** 3A Matri Tower, 3rd Floor, Ghosh Para,

Kestopur. Kolkata- 700102

**Contact no.-** +91 7584839174

I hereby declare that all the above information is true as per best of my knowledge and belief. Thank you.