NAME: RITUPARNA DUTTA

EMAIL: tinnyy95@gmail.com

 CONTACT NUMBER: 9038937829

 I am Rituparna Dutta, residing in Kolkata, West Bengal. I am seeking for an opportunity to contribute to the efficient operation of front desk and office by managing multiple task and maintaining a positive attitude with high level of professionalism. I am a quick learner and have strong hold on communication, letter drafting, e-mailing and administrative duties. Eager to learn and grow with an organisation by providing exceptional service to clients and customers.

 SKILL SET

* Microsoft Office
* Communication
* Verbal/ Written Communication
* Letter Drafting
* Multitasking
* Customer Service
* Document Filing
* Team Player

 ACADEMIC RECORDS

* **Post Graduation Diploma in Media Management** from India Institute of Social Welfare and Business Management (IISWBM), Kolkata in 2018; Aggregate-70%
* **B.A (Journalism and Mass Communication- Hons**.**)** from University of Calcutta in 2016; Aggregate- 54.35%
* **ISC** from St.Paul’s KG & Day School in 2013; Aggregate- 74%
* **ICSE** from St.Paul’s KG & Day School in 2011; Aggregate- 61.02%

 LANGUAGE PROFIENCY

 ● English - Proficient ● Bengali - Proficient ● Hindi - Proficient

 PERSONAL DETAILS

 **Current Residing Place**: Kolkata, West Bengal

 **Date of Birth:** 23.04.1995

 **Permanent Address:** 27/1A, Mohendra Bose Lane, Kol- 700003