NAME: RITUPARNA DUTTA



EMAIL: [tinnyy95@gmail.com](mailto: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