



Tiyasha Saha

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OBJECTIVE

My objective is to obtain a challenging position in an organization of repute, enhancing my learnings, knowledge and skills further and ultimately adding value to the market place and my own credentials.

EXPERIENCE

01.10.2020 - 31.03.2021

Tecno Engineering Services

Admin Coordinator

.Responsibilities included : Intern departmental coordination, filling and record keeping, email communication, working on MS office, handling vendor related documents.

01/03/2022 - Present

Byju's The Learning App

Pre Sales Associate

Setting up scheduled Demos or Online meetings of prospects with our Academic Counsellors. Updating updating task/activities/ relevant information various company platforms (e.g. LS, CRM, reporting) Briefing them about the program they have selected or shown interest for.

EDUCATION

- **Barasat Girls' High School**
2016
Secondary Education
57%
- **Konnagar Hindu Girls' School**
2018
Higher Secondary Education
80.8%
- **University Of Calcutta**
2021
Bachelor Of Arts
1st year(1st sem)- 70% 2nd sem- 72% 2nd year(3rd sem)-68.6%(4th sem)-73.2% 3rd year(5th sem)-69.9% (6th sem)-80.25%

SKILLS

- Clarity in communication.
- Ability to learn fast.
- Ability in logical reasoning.
- Good in MS office(Word , MS office , PowerPoint)
- Oracle SQL(basic)

CERTIFICATION

- Completed Digital Marketing from Learning Digital with Google.
- Completed MS Excel from NSDC.
- Completed Business Analytics with Excel from Simplilearn.

INTERNSHIP

- Completed one month internship in Tutedude as sales and marketing intern.

Tutedude created with an aim to help students who are looking to get mentored in their field of passion/ interest.

Throughout the internship i would be led by marketing teams head to interact with our target students group and assist and explained them the services we offer and ultimately increase our client base and meet our target.

INTERESTS

- Gardening , Listening to music, watching Documentaries and thrillers movies..

ACTIVITIES

- Participated in various college fest and won prizes.. Participated in singing programs..
- I'm associated with a cultural voluntary cultural organisation named "ARKO DIPER SOPAN" & "ARKO DIPER SAHITYO SABHA"
- A member of Human Rights ADS India and work on their causes.

LANGUAGES

- I'm able to Speak, read and write Bengali, Hindi and English.

DECLARATION

- I hereby declare that all the above statements are true to the best of my Knowledge and i bear all the responsibility for any deviation at any later stage.