

# ***CURRICULUM VITAE***

## **BARNALI BHATTACHARYA**

Address:-

VILL:-Petua (Ct)

P.O:-Subhasgram

P.S:-Baruipur

Dist:-South 24 Parganas

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## **Objective**

Seeking a position to utilize my skills and abilities in the industry where I hope to make a significant contribution through my creative talents. Urge to learn and commitment to excellence

## **Key Skills**

Professiond management skills

Meeting objectives

Identifying problems

Promoting solutions

Managing change

Motivating and developing staff

- . Well-developed and effective communication skills
- . Thrive in deadline-driven Environments
- . Excellent team-Building skills
- Good presentation skills
- To be an asset to the organization I serve

## **Educational Qualifications**

- 1) 1997 -2000 Passed B.Com from Dhrubachand Hadar college under C.U
- 2) 1995 - 1097 Passed H.S from WB Council of Higher Secondary Education  
Rajpur Vidyanidhi High school
- 3) 1995 Passed 10<sup>th</sup> from Harinavi Subhasini Balika sikshayalaya

## **Software Exposure**

- Operating system Windows 98,2000.XP,Win-7,Win-8.
- Other application software MS Office & MS Excel & Internet.
- Knowledge on MIS.

## **Professional Experience**

### **ORGANISATION**

Name-Capital First

Duration-1.5 Years

Designation- Re-ferral Business Code

Name- Veritas Finance Pvt Ltd

Duration - 4.5 Year

Designation- Branch Business Manager

### **Job responsibilities**

- Business Development of respective area.
- Data analysis.
- Look after the customer satisfaction.
- Conduction the proper branch MIS.
- OD(Overdue) Follow-up and OD customer handling.
- Tem Handling

## **Co-curricular Activities & Achievements**

- Completed NCC Tranning

## Hobbies

- Gardening
- Traveling
- Cooking and manage

## Strengths

- Assertive, team manager Able to work under Stress, Good researching.
- Excellent analytical Skills, Ability to new things fasts.

## Personal Vitae

✓ Age	: 45 yrs.
✓ DOB	: 22/12/1976
✓ Marital Status	: Married.
✓ Gender	: Female
✓ Father's Name	: Late Shyamal Bhattacharya
✓ Languages Known	: Bengali, Hindi And English.
✓ Location Preference	: Kolkata
✓ Present Location	: Baruipur

Date:-

Place:-Baruipur

**Barnali Bhattacharya**