CURRICULUM VITAE

**PUSPITA CHANDA**

**puspitachanda66@gmail.com** **9432214363**



1. **Objective:**

The focus of my professional career is on creating conditions which favors organizational as well as personal growth through mutual goals, respect, rewards and responsibilities.

1. **Work Experience:**

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| **Sl. No.** | **Company Name** | **Designation** | **Job Responsibility** | **Duration** |
| 1. | **Anup Export Import (India)** | DKS Executive | Documentation, drafting, stock maintaining & data analysis. | May 2009 – April 2010 |
| 2. | **West Bengal State Electricity Distribution Company Limited** | Consumer Field Operator | Consumer grievance handling, Coordinating with Technical Stuffs, Data Analysis and Report Generation. | July 2010 – June 2017 |
| 3 | **Tara Medical Enterprise** | Admin Executive | Corresponding all internal administrative works along with coordination with the delivery boys for materials delivery & outstanding collection | Aug 2017-May-2019 |
| 4 | **Krishna Chandra Dutta (Spice) Pvt. Ltd.** | Hr & Admin Executive | Supply chain management , follow up the delivery of finished goods & HR related works | June 2019-14th Aug 2020 |

1. **Educational Qualifications:**

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| **Sl.****No.** | **Exam Passed** | **Institution** | **Board / University** | **Subject / Courses** | **Year of Passing** |
| 1. | M. Sc | University of Calcutta | University of Calcutta | Agriculture – Plant Physiology | 2007 |
| 2. | B.Sc. | Sarojini Naidu College | University of Calcutta | Botany (Hons.) | 2005 |
| 3. | Higher Secondary Examinations | Brahmo Balika Shikshalaya | West Bengal Council Of Higher Secondary Education | Bengali, English, Biology, Physics, Chemistry, Mathematics | 2002 |
| 4. | Madhyamik Examination | Bagbazar Multi Purpose Girls School | West Bengal Board Of Secondary Education | Being, Eng, Math, Physical Sc, Life Sc,History, Geography Biolog | 2000 |

1. **IT Skills:**

Diploma in Information Technology Application from Youth Computer Training Centre

(MS OFFICE – WORD, EXCEL, POWERPOINT; VISUAL FOXPRO; INTERNET SURFING, E-MAIL)

1. **Hobbies:**
	* ● Listening music.
	* ● Reading storybooks.

1. **Personal Details:**

***Father’s Name*** : Mr. Basudeb Chanda

***Date of Birth*** : 16th April, 1984

***Address*** : 6/2U/1A UmaKanta Sen Lane, Paikpara, Kolkata-700030

***Nationality*** : Indian

***Religion*** : Hindu

***Status*** : Married

***Language Proficiency*** : English, Hindi, Bengali

1. **References:**

Miss Dipannita Bhattacharya

Professor & Head of the Department of Botany, Sarojini Naidu College, Kolkata

Contact No.: +91 9830132974

1. **Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place**: Kolkata **PUSPITA CHANDA**