



# TANUSHREE HIRA

## Administrative Assistant

I am a Self-directed and oriented personality with the willingness and ability to work on multiple projects by providing solutions to complex problems while maintaining strict confidentiality. I am looking for a full-time administrative role where I can leverage my education, technical skills, and problem-solving skills to improve productivity and efficiency for myself and for the company am working with.

## Contact

### Phone

8240087900

9073640150

### Email

tanushreehira1997@gmail.com

### Address

36/2 school road

Bhattacharya Pada,

chandrapally, New

Barrackpur Kolkata 700131

## Expertise

Microsoft Word,  
Microsoft Excel,  
Microsoft PowerPoint.

ProjectLibre

Diagrams.net

Smart Art

## Language

English

Hindi

Bengali

## Education

**Sudhir Memorial Institute** 2014  
Secondary Education - 70%

**IGMHS, Barasat** 2016  
Higher Secondary Education -  
62.8%

**Maa Sharada Girls College** 2019  
Bachelors in English - 43.88%

**Adamas University** 2021  
Masters in English - 72.39%

**Adamas University** 2023  
Bachelors in Education -  
8.10 SGPA / 69.75 %

## Experience

**Writtex Kolkata**

Junior Academic Content Writer

**Vidini Technology**

Junior Academic Content Writer

**INGRESS OVERSEAS**

Educational Counselor

## Skills

Communication  
Team Management,  
Problem Solving, Flexible,  
Self-Motivated, Creative