



ABOUT ME

Having diverse experience of handling office administration and entire back office operations, exposure of media discipline and experience of planning & preparing Radio and print media presentations for clients.

DOB – 27.09.1986

Contact

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Konnagar, Hooghly

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Skills

- Active Learning
- Organizational Skills
- Innovative Thinking
- Problem Solving

Computer Skills

- MS Word
- MS Excel
- MS PowerPoint

Sushama Chakraborty

CAREER OBJECTIVE

Looking for an achieving career in media management and be in a role of active participation and contribution in a world class organization. Eventually, an individual's growth is very much aligned with the growth of the company.

EDUCATION

2009	Master of Arts SUBJECT - BENGALI Burdwan University
2007	Bachelor of Arts (Hons) SUBJECT - BENGALI Calcutta UNIVERSITY
2004	W.B.C.H.S.E (Class –XII) Konnagar Girls Higher Secondary School
2002	W.B.C.S.E (Class –X) Konnagar Girls Higher Secondary School

WORK EXPERIENCE

ICICI Prudential Life Insurance 2008 (January – May)

To sell insurance policies to prospective customers.

IDBI Bank - Konnagar Branch 2008(June – August)

Helping in operations like A/c opening creating FD's for customers.

Pearl Rosary English Medium School 2017 (February - May)

Taking classes for students of Class 1 to Class 6

Rennissance English Medium School 2017 to 2018 (June – August)

Class teacher of Class 9 and Bengali teacher from
Class 4 to Class 8

Phoenix Advertising Private Limited (2018 1st October - 7th January 2021)

Handling office administration role and back office support functions for client's day to day requirements.
Office administration included maintaining the attendance as well as the salary sheet of employees, stationery store-keeping in office, etc. Handling of payments and GST related issues.
Prepare client invoices, ensure timely delivery of bills to clients.

Languages:

- Bengali
- English
- Hindi