*CURRICULUM VITAE*



Kabita Mondal

Flat-161, Aakriti Apartment,Sector-4, Dwarka,

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**Objective:**

I aspire to be a dynamic, self-motivated professional, compatible with a highly competitive and progressive work culture, in a field, where I can carve out a niche for my self. Understanding the organization, identification its needs and to correlate them with my goals so as to apply myself to responsibilities with total dedication, devotion and dynamism in order to grow along with the organization.

**Academic Qualification**

* 10+2 From W.B.C.H.S.E. in 2000
* Graduation (Pol. Sc.) from C.U. in 2003
* Post Graduation (South & South East Asian Studies) from C.U. in 2005
* M. Phil. from Jadavpur University in 2008
* Mass Communication from Jadavpur University in 2008

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**Good Command Over (Computer Skills)**

* MS-Office
* C++
* Visual Basics
* Internet
* Operating Systems: All Windows, Ms-Office, 2000/xp

**Strengths:**

* Self Confidence, Patience, Dedication to work, Optimistic Attitude.

**Work experience:**

* Work as Front Desk Officer in Pailan Group for almost 6 months.
* Work as an educational counsellor in an educational institute for 7 months.
* Work as a Floor Manager in SAINI HYUNDAI from February’09 till August 2010.
* Worked as PA to Director of MP Portfolio Pvt. Ltd. From January 2011 to March 2013.
* Worked as Admin Executive in LYCA Telecom Pvt. Ltd. From May 2013 to December 2013.

**Personal Details:**

Date of Birth : 13th June 1982

Father’s Name : Shri Arabinda Mondal

Mother’s Name : Smt. Supriya Mondal

Permanent Address : Flat-161, Aakriti Apertment,Sector-4, Dwarka,

 New Delhi-110075

Marital Status : Married

Languages Known : English, Hindi & Bengali