

## Curriculum Vitae

**Name** : Phooltusi Basak  
**Qualification** : Bachelor of Business Administration  
**Contact Number** : 6009375706  
**E-Mail** : basakhooltusi99@gmail.com



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### Career Objective:

I have a clear, logical mind with practical approach to problem solving and a drive to see things through to completion. I am pursuing Bachelor in Business Administration. To start my management career by joining a well settled and professional organization and grab good career advancement through large efforts and innovative work techniques.

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### Skill Sets/ Key Competencies/ Personality Traits:

- Adaptability
- Leadership Quality
- Optimistic
- Self - Motivated

### Academic Profile:

Examination	Specialization	Board/ University	Year of Passing	Percentage/ CGPA
Bachelor in Business Administration	Finance	Institute of Chartered Financial Analysts of India	2020	7.95
Higher Secondary	Commerce	Central Board of Secondary Education	2017	64%
Matriculation	-	Central Board of Secondary Education	2015	68%

**Professional Qualification** (mention only if any):

**Software Proficiency/ Other Technical Skills:**

**Projects Undertaken:**

- Project Title (2018) : A report on Marketing Strategy of EPITOME Mutha Industries Private Limited.

- Project Title (2019) : A report on staff Engagement and its impact on Reliance Trends.
- Organization(2018): Mutha Industries Private Limited (EPITOME), Agartala, Tripura.
- Organization (2019 : Reliance Trends
- Duration: 29<sup>th</sup> May - 20<sup>th</sup> July 2018
- Duration : 29<sup>th</sup> May – 19<sup>th</sup> July 2019
- Location: Gurkha Basti, Agartala, Tripura (west).
- Location: Near Rabindra Bhavan.
- Functional Area: Ramkrishna Nagar, Agartala, Tripura (west).
- Project Description: Analyzing the Marketing Strategy in Mutha Industries, Agartala.

**Awards and Achievements (mention only if any):**

- Participated in Entrepreneurship workshop.

**Areas of Expertise (whichever applicable):**

- Finance

**Hobbies /Areas of Interest:**

- Listening Music
- Designing
- Dancing

**Language Proficiency:**

- English
- Hindi, Bengali
- Nepali

**Personal Overall Details:**

- Date of Birth: 14/11/1999
- Name of Father / Mother / Guardian: Haradhan Basak
- Present address: Gurkha Basti, Kunjaban, Agartala, West Tripura
- Permanent address: Gurkha Basti, Kunjaban, Agartala, West Tripura
- Alternative Contact Number(mention only if any): 8575101114
- Alternative-mail ID(mention only if any):

**Declaration:**

I hereby declare that, all the information given above is true to the best of my knowledge and belief.

**Place:**

**Date:**

**(Signature)**

