

## Curriculum Vitae

**Name:** Rima Saha

**Qualification:** BBA- Bachelor of Business Administration

**Contact Number:** 8787602224

**E-Mail:** guddu.saha91998@gmail.com



### Career Objective:

► Highly motivated University graduate seeking a challenging entry level position as a HR Manager. I am looking for the challenging job where I can utilize my talent and knowledge. I want to learn from the organization and growth with organization. In the distant future I would love to pursue an executive MBA in order to better serve the organization from my side.

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

- I am skilled at communicating with people and ability to motivate.
- Proven leadership skill and computer skill.
- Fast learner and ability to work independently or as part of a team.

### Academic Profile:

Examination	Specialization	Board/ University	Year of Passing	Percentage/ CGPA
Bachelor of Business Administration	Human Resource	ICFAI University Tripura	2020	8.33
Higher Secondary (12 <sup>th</sup> )	Science	Tripura Board of Secondary Education	2017	64.8%
Secondary (10 <sup>th</sup> )	General	Tripura Board of Secondary Education	2015	58.43%

### Software Proficiency / Other Technical Skills:

- Windows
- Microsoft Office Package

## **Projects Undertaken:**

### **Summer Internship Project-1**

- ▶ **Project Title:** A Study on customer satisfaction towards the Home loan.
- ▶ **Organization:** Tripura State Cooperative Bank Ltd.
- ▶ **Duration:** 8 weeks
- ▶ **Location:** Agartala
- ▶ **Functional Area:** Marketing and HR
- ▶ **Project Description:** I worked as an intern where I have to focus on the customer satisfaction.

### **Summer Internship Project-2**

- ▶ **Project Title:** A Study on customer perception and satisfaction towards two wheelers with special reference to TVS Jupiter Scotty.
- ▶ **Organization:** Sri Maa TVS Motor
- ▶ **Duration:** 8 weeks
- ▶ **Location:** Agartala
- ▶ **Functional Area:** Marketing and HR
- ▶ **Project Description:** I worked as an intern where I enquiry the customer's needs, collect the information from the customers etc.

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

- ▶ One of the top 10 scorers in Bachelor of Business Administration.
- ▶ Achieved the highest mark of my two internships.

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

- ▶ Human Resource (Strategic Human Resource Management and HR Analytics).

## **Extra-Curricular Activities:**

- ▶ Participating in various competitions like quizzes, Ad competitions.

## **Hobbies / Areas of Interest:**

- ▶ Read Books and Painting
- ▶ Use of Computers

## **Language Proficiency:**

- ▶ English
- ▶ Hindi
- ▶ Bengali

**Personal Overall Details:**

- ▶ Date of Birth: 9/09/1998
- ▶ Name of Father / Mother / Guardian: Goutam Saha
- ▶ Present address: Ramnagar Road no-2(last), Agartala, Tripura(west), 799002.
- ▶ Permanent address: Ramnagar Road no-2(last), Agartala, Tripura(west), 799002.
- ▶ Alternative Contact Number (mention only if any): 9378139971

**Declaration:**

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

**Place:** Agartala

**Date:** 18-Sep-2019

**(Signature)**