

Curriculum Vitae

Name: Sonia Saha

Qualification: Bachelor of Business Administration 3rd Year (Marketing)

Contact Number: 9366140482

E-Mail: sahasonia307@gmail.com



Career Objective:

To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

Skill Sets/ Key Competencies/ Personality Traits:

- ▶ Team Working
- ▶ Approaching the customer
- ▶ Good Communication.

Academic Profile:

Examination	Specialization	Board/ University	Year of Passing	Percentage/ CGPA
10 th	--	TBSE	2015	55%
12 th	commerce	TBSE	2017	51%
Bachelor of Business Administration	Marketing	ICFAI university Tripura	Pursuing	6.49 CGPA (Up to 4 th semester)

Software Proficiency/ Other Technical Skills:

- ▶ GST Tally
- ▶ Microsoft office

Projects Undertaken:

- ▶ Project Title: A Study on digital products of Hembro Infotech private limited with special reference to make Payment at Agartala, Tripura.
- ▶ Organization: Hembro Infotech Private Limited Company
- ▶ Duration: 2 months (29/05/2019-20/07/2019)
- ▶ Location: Agartala, Tripura
- ▶ Functional Area: Marketing
- ▶ Project Description: In this project the task was to go in educational institution and meet with account department people and interact with them about make payment and approach them to take this facility for their institution.

Awards and Achievements:

- ▶ participated in a handwriting competition and secured 1st position in 2011

Areas of Expertise:

- ▶ Designing
- ▶ Fashion

Extra-Curricular Activities:

- ▶ Drawing
- ▶ playing games

Hobbies /Areas of Interest:

- ▶ Drawing
- ▶ Travelling
- ▶ Listen to music

Language Proficiency:

- ▶ English
- ▶ Bengali
- ▶ Hindi
- ▶ Manipuri

Personal Overall Details:

- ▶ Date of Birth: 09 December 1998
- ▶ Name of Father: Sanjib Saha
- ▶ Present address: A.D. Nagar Camper Bazaar.
- ▶ Permanent address: A.D. Nagar Camper Bazaar.
- ▶ Alternative Contact Number: 7005708808
- ▶ Alternative-mail ID: sajoy996@gmail.com

Declaration:

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

Place:

Date:

(Signature)