

## CURRICULUM VITAE

**Name: JAYA BHATTACHARJEE**  
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**P.O: KAMPA, DIST: 24 PARGANAS (NORTH)**  
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### OBJECTIVES

I am now looking for a challenging role in a company where I can fully utilize my skills and learn new things every day. I am keen to achieve professional development to its fullest extent.

### EDUCATIONAL QUALIFICATION

NAME OF THE INSTITUTION	NAME OF DEGREE	BOARD / UNIVERSITY	YEAR OF PASSING	GRADE/% OF MARKS
V.S.S.W	MSW(Masters in Social work in HR )	VIDYASAGAR UNIVERSITY	2019-2021	53.40%
Kalyani Mahavidyalaya	B.A (Sociology Hons.)	UNIVERSITY OF KALYANI	2016-2019	49.50%
Kanchrapara Indian Girls High School	Higher Secondary	W.B.C.H.S.E.	2016	72%
Kanchrapara Indian Girls High School	Madhyamik (Secondary)	W.B.B.S.E.	20014	55%

### Extra Qualification:

- Pursuing Masters in Journalism & Mass communication from NSOU in the of year 2023-2025
- Completed computer Diploma course from Smart Skill Academy (( Aptech) in the year of 2018 , course Duration 1 year
- Completed Diploma in Fine Arts in the year of 2015
- Dance Movement Therapy Certification Course from VSSW

### SKILL ON COMPUTER:

- Operating System: Windows XP/Windows 7/Windows 8/ Windows 10.
- Software known: MS Word, Spread Sheet (Excel), PowerPoint, Email, Internet , Meta

### PROFESSIONAL SKILL:

- HR Internship from Future group from April 2020 to May 2020 in hybrid mode, for 1 month (for collage purpose).

- 3 Months Internship in HR, from Aspire Management solution Pvt Ltd., Mumbai in remote mode (responsibilities, screening, cold email, end to end recruitment, interview conduct).
- Work as an Academic Content writer in Freelance mode for various Companies

**Personal Skill:**

Work in Team Work, Maintaining Excel Sheet, Email Maintain, Client handling, Reading, Research, Communication, PowerPoint presentation

**PERSONAL DETAILS:**

Date of Birth: 12.04.1999

Languages Known: Bengali, English, and Hindi.

Nationality: Indian

Activities: Dancing, Writing

STRENGTH : Adaptability, Self-development, Quick learning.

**WORK EXPERIENCE :**

- Worked in Helpwrox Technology Pvt. Ltd as an Academic content writer in Management projects for 1 year ( 08.07.2020-15.01.2021)  
Research, writing project like dissertation , thesis, PhD assignments,
- Worked in a The Institution of civil engineers' society as Soft Skill Trainer & MIS in DDU-GKY Project ( Gov), (14.02.2022-18.10.2022)  
Conducting training classes, interview &co-ordination with the candidate, MIS handling, document various companies
- Worked In Fastinfo. In as SPE Trainer in pan India Basis (01.12.2022-20.08.2023)  
Taking classes in pan India basis, handling students, maintaining &develop plans & curriculum for students
- Now Working as a Freelance writer & client relation manager in scrip bit solutions & Mura solution

DECLARATION : I do hereby declare that all the above Statements & Information are true to the best of my knowledge.

Date: / /

Place: Kanchrapara, 24Parganas (North)

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(Jaya Bhattacharjee)