**R E S U M E**

**PUJA SAHA**

Photo

**PRESENT ADDRESS:**

ADDRESS LINE 1  
ADDRESS LINE 2, DISTRICT-#######  
STATE- #######, PIN -   
  
Phone. 9876543210  
Email ID .: [yourid@gmail.com](mailto:yourid@gmail.com)

**CAREER OBJECTIVE** I would like to work with an organization that allow me an opportunity to develop my knowledge and serve in a friendly environment.

**SKILLS**

* Enthusiastic, energetic, adaptable, patient and friendly.
* Willingness to learn effective communication skills.
* Good time management.

**EDUCATION QUALIFICATION**

* Passed Madhyamik Examination in the year 2010 from W.B.B.S.E. with 89% of marks.
* Passed High Secondary Examination in the year 2012 from W.B.C.H.S.E. with 76% of marks
* Passed Graduation in the year 2015 from Calcutta University with 78% of marks.

**EXTRA QUALIFICATION**

* Basic computer knowledge
* Completed Advance office course (MS, Word, Ms, Excel, Power Point etc.)

**EXPERIENCE**

* Now working in “Something Company” from 20/03/2016 to till date as an office executive.
* 6 Months working experience as a Supervisor at a Restaurant.
* 8 Months working experience as a Telecaller Something Infotech.

**PERSONAL DETAILS**

* Father’s name : Your Father’s Name
* Date of birth : DD/MM/YYYY
* Gender : Male
* Marital status : Single
* Religion : Hinduism
* Nationality : Indian
* Hobbies : Drawing
* Language Known : English and Hindi

**CERTIFICATION** I, the undersigned certify that to the best of my knowledge and belief, the resume correctly describes my qualification and myself.

Date: - DD/MM/YYYY Signature   
Place: - Your area name