

RESUMÉ

RIDDHI BARUA

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Academic Qualification

Graduation

College - Vidyasagar College
University - Calcutta University
Year of passing - 2021
CGPA - 6.190
Stream - BA (General)
Subjects - English, History and Journalism

Class 12 (Higer Secondary)

School - St. Sebastian's School
Board - ISC
Year of passing - 2018
% Marks - 60.5
Stream - Commerce with maths

Class 10 (Secondary)

School - St. Sebastian's School
Board - ICSE
Year of passing - 2016
% Marks - 75.4

Languages Known

English, Hindi and Bengali

Skills

Essential computer skills

Working knowledge of Microsoft office (Word, PowerPoint and Excel) with knowledge of advanced excel.

Apprenticeship

KAIZEN (KAIZEN IT Services Private Limited), 11 months(Ongoing)

MIS Trainee

Soft Skills

Eagerness to learn, attention to detail, communication and Time management.

Certificates

Computer General Awareness course

Basic computer with Advanced Excel