



# NEHA MURMU

HR ,MARKETING AND SALES

To get a good position in a progressive company to implement my knowledge, ideas and skills with my creativity and to grow along with the organization

✉ nehamurmu7780@gmail.com

☎ 8250227780

📍 9A/1 Bhiringi Ambagan, Durgapur-713213, Durgapur, India

## EDUCATION

### Bachelor's of Business Administration (BBA) (HONS)

Adamas University

07/2018 - 06/2021

8.37 CGPA

### 12th Study

Bidhan Chandra Institution For Girls

06/2016 - 04/2018

70.5%

### 10th Study

Beachwood School

04/2016

60%

## WORK EXPERIENCE

### Internship

Outlook Publishing Pvt Ltd

05/2020 - 07/2020

Achievements/Tasks

- Lead Generation
- Cold calling

### Academic Counselor

Rice Education

02/2021 - 08/2021

Durgapur

Achievements/Tasks

- Generation of Leads
- Conversion of those leads
- Admission, Counselling

### Associate

Capgemini Technology Services India Limited

05/2022 - Present

Kolkata

Achievements/Tasks

- Customer support
- Customer centricity
- Troubleshooting and Billing department

## HOBBIES

Mindfulness

Social Activities

Travelling

## SKILLS

Good teamwork / Leadership Quality

Capability to adjust in new situations

Doing my work in organise manner

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

## PERSONAL PROJECT

Consumer Preferences on Competitive Exams

- This topic include how many people take preparation for cracking government job.

## LANGUAGES

English

Full Professional Proficiency

Bengali

Full Professional Proficiency

Hindi

Professional Working Proficiency

## DECLARATION

I here by declare that above information is correct to the best of my knowledge and belief.