



# KRINWITA BASU

## PROFILE

As a BBA Graduate my main objective is to give the best out of me in the competent environment I work, sharing my individuality up to the extent that my ability is beneficial for the organization so far as making my life challenging and successful.

## CONTACT

PHONE:  
+971551868743

EMAIL:  
krinwita@gmail.com

## COMPETENCIES

Quick Learner  
Sincere  
Punctual  
Ambitious  
Honest  
Hardworking  
Teamwork

## EDUCATION

### GRADUATE IN BACHELOR OF BUSINESS ADMINISTRATION (HONS)

JULY 2011 – JULY 2014

[COMPLETED GRADUATION FROM BURDWAN UNIVERSITY WITH 72% MARKS]

### HIGHER SECONDARY

YEAR OF PASSING -2011

COMPLETED 10+2 FROM WEST BENGAL BOARD OF SENIOR SECONDARY EDUCATION WITH 73% MARKS

### AISSE

YEAR OF PASSING -2009

COMPLETED 10<sup>TH</sup> FROM CENTRAL BOARD OF SECONDARY EDUCATION WITH 60.33% MARKS.

**PRESENTLY PURSUING MBA IN HUMAN RESOURCE MANAGEMENT.**

## COMPUTER KNOWLEDGE

COMPLETED COURSES ON MICROSOFT OFFICE 2007 FROM NIIT AND TALLY ERP-9 AND HAVING BASIC COMPUTER KNOWLEDGE.

## WORK EXPERIENCE

WORKED IN THE ADMIN DEPARTMENT IN ST. ANTHONY'S SCHOOL INDIA FOR 2 YEARS. ASSOCIATED WITH TASKS LIKE HANDLING STUDENTS' ADMISSION & RECORDS, STAFF RECORDS, ORGANIZING MEETINGS, SCHOOL EVENTS, HANDLING FINANCIAL TASKS LIKE FEE COLLECTION AND BUDGET TRACKING.

## SKILLS

- BUSINESS COMMUNICATION
- LEADERSHIP AND TEAM WORK
- CUSTOMER RELATIONSHIP MANAGEMENT
- PROBLEM SOLVING
- ADAPTABILITY
- EMPATHY AND EMOTIONAL INTELLIGENCE
- CREATIVITY
- KEEPING RECORDS AND PLANNING
- TECHNOLOGICAL SKILLS
- PROVIDING PROPER FEEDBACK
- STRONG WRITTEN AND VERBAL COMMUNICATION IN ENGLISH, HINDI AND BENGALI