**Sukanya Chakraborty**

Sector-33

Gurgaon

Contact No:

+91-9811656049

e-mail:

chakrabortysukanya101@gmail.com



**CAREER OBJECTIVE**

 Looking forward to work with an esteemed organization where my abilities and skills are put to the best use for achieving both organizational as well aspersonal goal.

**PROFILE SUMMARY**

6 months work experience from **Praxis Services Pvt Ltd**

(6th Sept 2018 to 25th March 2019)

**Department**

**Human Resource**:

Areas of expertise

* Recruitment and Selection
* Joining formalities
* Leave record management
* Employee database management
* Background verification
* Handling queries related to PF
* Exit formalities

**QUALIFICATIONS**

* PGDBA from SYMBIOSIS (HR)
* BBA from Sikkim Manipal University
* Intermediate from West Bengal Board
* High School from West Bengal Board

**KEY SKILL**

* Word
* Excel
* Power point
* OUTLOOK

**SOFTWARE**

* Webpay
* SAP

**HOBBIES**

* Listening to music.
* Surfing informational sites.

**EXTRA CURRICULAR ACTIVITIES**

* Participated & won prizes in various events at School Level.

**STRENGTHS**

* Dedication, sincerity, adaptability.
* Willingness to accept responsibility.
* Believe in hard work.

**LANGUAGES KNOWN**

* English (R,W,S)
* Bengali (R,W,S)
* Hindi (R,W,S)

**PERSONAL DETAILS**

Name : Sukanya Chakraborty

Father’s Name : Mr. Sukhendu Chakraborty

Date of Birth : 23rd May 1990

Nationality : Indian

Marital status : Single

Permanent Address : 3rd flr- H, Nandan Apartment, B.C.Roy Path,

 Shyamnagar,24 pgs North, West Bengal - 743127

**DATE: (Sukanya Chakraborty)**