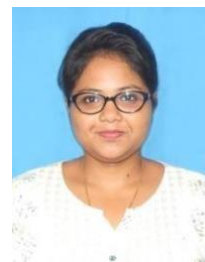


CURRICULUM VITAE

Name : SUSMITA DAS
Phone No : +91 – 9436479177, 7005377921
Email Id : gungunmum86@gmail.com
Address : Dhaleswar, Road no-1, Near Blue Lotus Club Agartala,
Tripura (West), PIN: 799007.



CAREER OBJECTIVE: - Seeking a career that is challenging and interesting and lets me work on the leading areas of any, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals, objectives and needed to advance within my chosen carrier path.

EDUCATIONAL QUALIFICATION:

Degree	Discipline	Name of the Institute	Board / University	Year of Passing
M.Tech	Construction Engineering & Management	KIIT University	KIIT University	2018
B.Tech	Civil Engineering	ICE	AMICE	2016
DIPLOMA	Diploma in Civil Engineering	IASE UNIVERSITY	IASE UNIVERSITY	2011
Secondary School Examination	th 10	Ramakrishna Vivekananda Vidyamandir	TBSE	2008

KEY SKILLS:

- Management Skills.
- Positive attitude towards work and great ability towards result oriented output.
- Ability to work on teams with sincerely and honesty.

- Quick Learner.
- MS OFFICE.
- Team Leading.
- Hard Work.

WORK EXPERIENCE:

Having 1 years of experience in as the head HR department as Administrative Assistant in **Thermal Power Plant**, at the company of BGR ENERGY SYSTEM LTD.

1. M/S BGR ENERGY SYSTEM Ltd.

Location : 2x660 MW, SSTPS, Suratgarh, Rajasthan, India

Period : November 2018 to December 2019

Position : HR DEPARTMENT (ADMINISTRATIVE ASSISTANT)

ROLE AND RESPONSIBILITIES

- Work in a confidential highly responsive relationship with management.
- Prepare letters, presentations reports.
- Compile data from numerous sources produces summary reports as required.
- Responsible to establish, maintain revise departmental files.
- Responsible to receive prioritize telephone calls, business visitors, and incoming mail.
- Route mail inquiries to proper personnel.
- Maintain calendars, schedule appointments.
- Arrange departmental meetings/conferences.

ADDITIONAL COURSE:

1. Organization : Roman Computer.

Duration : 1 year.

Title : Diploma in Computer Application.

2. Organization : CADD CENTRE (Agartala).

Duration : 30 Days

Title : AUTOCAD.

3. Organization : Multisoft System, (Noida)

Duration : 15 Days

Title : MSP & PRIMAVERA (SOFTWARE).

WORKSHOPS:

1. Two-Day Workshop on Good Concrete Construction Practices (GCCP-2016) at Osmania University, Hyderabad, 2016.
2. Two-Day Workshop on VSSC ISRO'S Feasmt FEA TECHNOLOGY at KIIT University, Bhubaneswar, 2018.

PROJECTS UNDERTAKEN:

PROJECT – 1

Organization : THE INSTITUTE OF CIVIL ENGINEER (INDIA).

Duration : B. Tech.

Title : PROPERTIES OF SELF-COMPACTING CONCRETE USING PARTIAL REPLACEMENT OF CEMENT BY FLY ASH.

PROJECT – 2

Organization : KIIT UNIVERSITY

Duration : M. Tech.

Title : THE DURABILITY BEHAVIOUR OF HIGH PERFORMANCE CONCRETE USING WITH NANO SILICA & GROUNDED FLY- ASH.

PERSONAL DETAILS:

FATHER'S NAME : BIKASH CHANDRA DAS.

MOTHER'S NAME : KIRAN BALA DAS.

DATE OF BIRTH : 08.01.1992

GENDER : Female.

BLOOD GROUP : B-ve

LANGUAGES : English, Hindi, Bengali, Assamese, & Oriya.

INTERESTS : Travelling, Cooking, Sports, Singing, Reading Novels.

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

DATE:
PLACE:

Sumitra Das.
Signature