



## CURRICULAM VITAE

**NIKITA PAUL**

VILL: Madhya Kashipur  
P.O- Reshambagan  
P.S- East Agartala Tripura (w)  
PIN- 799008  
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### **Objectives:**

Seeking a position to utilize my skills & abilities in the industries that offer professional growth while being resourceful Innovative and flexible.

### **Personal Details:**

Date of Birth:	02.05.1992
Father's Name:	Nirapada Paul
Marital Status:	Single
Caste:	OBC
Sex:	Female
Nationality:	Indian
Religion:	Hindu
Languages Known:	Bengali, Hindi, English

### **Academic background:**

Examination	Board/University	Year of Passing	Percentage
M.A(Rural Development)	IGNOU	2018	57%
B.A(Bengali Honours)	Tripura University	2014	43%
H.S(+2)	TBSE	2011	45%
MADHYAMIK	TBSE	2009	41%

### **Computer Knowledge:**

- Advanced Diploma in Software Technology
- Computer Fundamental Course

### **Training:**

- 3days Training cum Workshop on Child Labour
- Workshop on Gender Budgeting And Women Empowerment IN Rural Area

### **Experience:**

1.	Name of the Project	:	Education scheme for Tribal's(Ashram School & Eklavya Model Residential School)
	Year	:	During July - August(2016)
	Location	:	Tripura ,India
	Study/Survey area	:	Khumulwng,Khowai,Ambassa,
	Main project features	:	Evaluation Study
	Main project features	:	Collection of Primary data and Secondary data and data entry and data processing.
<b>2.</b>			
	Name of the Project	:	Domestic Violence
	Year	:	During March to September(2017)
	Location	:	Tripura, India
	Study/Survey area	:	Agartala,Udaipur,Khowai,Dharmanagar,Churaibari
	Positions Held	:	Field Supervisor and Data Processing
	Main project features	:	Monitoring and Collection of Primary data and Secondary data through structured schedule and Data Entry And Processing in MS-Excel.
<b>3.</b>			
	Name of the Project	:	Time and Work Study on Panchayat
	Year	:	During April to July (2018)
	Location	:	Tripura, India
	Study/Survey area	:	Joynagar gram panchayat under Jirania Block West Tripura
	Employer	:	National Institute of Rural Development & Panchayati Raj
	Main Project Features	:	Panchayati delivery system and status of GP
	Positions held	:	Field Investigator and Data Processing.
<b>MASTER THESIS</b>			
4.	Name of the Master Thesis	:	Women In The Handloom Sector In Rural Tripura
	Year	:	2018
	Location	:	Tripura, India
	Study/Survey area	:	Nutan Nagar Tant Samabai Samiti & Bamutia Tant Silpa Samabaya Samity
	Activities performed	:	Collection of Primary data from filed survey and Collecting Secondary data and Data Processing in MS-Excel and Preparing a report.

5.	Name of the Work	:	National Family Health Survey – 5 (NFHS-5)
	Organised By	:	Ministry of Health & Family Welfare, Government of India, The International Institute for Population Sciences, Mumbai .IIHMR,JAIPUR
	Designation	:	Female Investigator
	Year	:	2019(27/05/2019 to 15/11/2019)
	Duration	:	6months
	Location	:	West Tripura, South Tripura,Unakoti Tripura
	Survey Aspects	:	Socio-economic, Households, Reproductive & Child health and biomarker

- Also having experience of part time data entry jobs.
- Three years of teaching experience in Raaj Bharati Mission School(January 2015-2017December)

Present working with **Samvridhi Mutual Benefit Nidhi LTD**

Designation: **Office Executive**

Activities Performed/Jobs known

- Open new accounts in banking system
- Entry deposits & withdrawal (to company software)
- Managing Accounts Payable & Receivable
- Also work in Tally ERP.9 Payment Receipt Entry
- Duration: 01/02/2020 to Till Now

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Dated:**

13-08-2021

**Signature**

Nikita Paul