

# RESUME



Purnima Chakraborty

## Contact Details:

Email:

purnimac1994@gmail.com

Contact No.: - 9366491627

## Career Objective:

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills.

Willing to relocate to: Agartala, Tripura

## Personal Details

**Eligible to work in:** India

**Highest Career Level:** 1-2 years experience

**Industry:** Accounting, Administrative Assistance, IT-Hardware & Networking, Internet, Ecommerce, Scientific Research & Development, Social Science

**Total years of experience:** 1

## Work Experience

### **Assistant Teacher**

CHARU BHARATI SIKSHA SADAN - Amarpur

Period: June 2019 to September 2020

TEACHING BIOLOGY AND ENVIRONMENTAL STUDIES TO STUDENTS OF CLASS 1 TO 10

## Education

### **Master's: MA in Political Science**

Tripura University - Agartala, Tripura

June 2018 to July 2021

## **1 YEAR DIPLOMA in FINANCIAL ACCOUNTING COURSE**

BRAINWARE AGARTALA - Agartala, Tripura

April 2016 to April 2017

## **PG DIPLOMA in BAMBOO CULTIVATION & RESOURCE UTILIZATION**

Tripura University - Agartala, Tripura

June 2015 to July 2016

## **Bachelor's: BSC in Bio-Science**

Tripura University - Agartala, Tripura

## **Higher Secondary (12th Pass) in Science Stream**

TRIPURA BOARD OF SECONDARY EDUCATION - Amarpur, Tripura

April 2011 to April 2012

## **Secondary (10th Pass) in MATRICULATION**

TRIPURA BOARD OF SECONDARY EDUCATION - Amarpur, Tripura

April 2009 to April 2010

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### **Skills / IT Skills**

- Completed 1 Year Diploma in Computer Application (DCA) from Nation Computer Career, Amarpur, Tripura with 70% Marks
- MICROSOFT OFFICE
- Tally
- EXCEL

### **Languages**

- English, Hindi, Bengali

Place: Agartala, Tripura