

CURRICULUM VITAE

TARANNUM ARA

83/E,BELGACHIA ROAD KOLKATA-700037

Mob. 8420708907

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CAREER OBJECTIVE:

Smart worker,I wish to achieve greater height of success for the organization. Believe in self confidence and go getter. Have a calm temperament and very friendly attitude.

PERSONAL DETAILS

Father's name : Late Md.Yousuf

Date of Birth : 23.04.1994

Sex : Female

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi, Bengali and Urdu

ACADEMIC QUALIFICATIONS

10th From wbsc in year 2010

12th From delhi board in year 2012

Completed Bsc/mlt from Niims University

Completed diploma in psychotherapy and counseling in mental health

Completed 3 months of internship in mental health counseling

Masters in clinical psychology from IGNOU

WORK EXPERIENCE

Worked with Global Education Service as a Student Counselor cum Front desk Admin for one year 18.08.2018 - 27.08.2019

- I use to handle management department**
- Interacting with students walk-in and virtual**
- Coordinating with students and teachers**
- Counseling students with the courses and admission**

Worked with Bodhitree Movement Services Private Limited as a Counselor and Pre Sales- Executive for 7 months 01.05.22 - 01.12.22

- Coordinating with students and trainers
- Counseling students with the courses and assignments
- Day to day task scheduling
- Demo sessions booking
- Handling other activities like teachers or students leave approval, admin work

COMPUTER SKILLS

- ❖ Ms Office, Excel, Power Point and basic knowledge of computer

PERSONAL QUALITIES

- ❖ I have reasonably sharp memory and capacity for hard work.
- ❖ I always believe in gaining hands of experience.
- ❖ I firmly believe that commitment passion and moral values play an important role in one's success.
- ❖ Quick fixer quality.

HOBBIES

Interacting with people, Listening to music, curiosity to learn new things, quick learner.

DECLARATION

I hereby affirm that the aforesaid is accurate and true to the best of my knowledge.

DATE:

PLACE: Kolkata

(Tarannum Ara)