

SNEHA JOSHPIN DAS



PERSONAL PROFILE

Results-driven professional with a diverse background spanning media, public relations, event management, and educational administration. Experienced in creating and promoting engaging content across various platforms, organizing activities, and delivering excellent customer service. Skilled in event planning, vendor relationship management, and fostering positive stakeholder connections. Recently completed a Master's degree in Media Science with a specialization in PR & Advertisement.

AWARDS & ACHIEVEMENTS

- Programmer for environmental awareness in "MARY IMMACULATE HIGH SCHOOL"
- Best environmental campaign award at COMM FAIR 2018.
- Awarded for successfully completing the "Journalism Now" at the American Center in Kolkata 2018.

TO CONTACT

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WORK EXPERIENCE

London Intellectuals - Associate Partner of Cambridge International Education (CIE)

Job Position - Senior Secretary/Exam Officer/PR

Joining date - 2nd January 2023 (Permanent Employee since 1st August 2023)

- Managed all administrative tasks, including scheduling meetings, handling correspondence, and maintaining records to ensure smooth day-to-day operations.
- Coordinated and administered CAIE exams, overseeing the registration process, scheduling, and exam materials distribution.
- Ensured compliance with CIE's examination guidelines and procedures, maintaining a high level of accuracy and security.
- Developed and executed PR strategies to enhance the organization's visibility and reputation within the education sector.
- Created engaging content for the organization's website, social media platforms, and promotional materials to attract students, parents, and educational partners.
- Organized events, webinars, and workshops to promote London Intellectuals and CIE programs to a wider audience.
- Fostered positive relationships with educational institutions, students, parents, and other stakeholders, enhancing the organization's image and reach.
- Collaborated with the management team to drive strategic initiatives, aligning administrative, examination, and PR efforts with the organization's goals.
- Efficiently handled inquiries, emails, and customer service, maintaining positive relationships with stakeholders.

St. Augustine's Day School (The Gasper Education Society)

Job Position - Secretary to the Principal/CEO

Joining date - 1st August 2022 - 31st of December

- Provided executive-level administrative support to the Principal/CEO, encompassing schedule management, meeting coordination, and safeguarding confidential information.
- Demonstrated proficiency in office management, document preparation, and efficient communication with a diverse range of stakeholders.
- Ensured seamless coordination between the executive office and internal/external parties, fostering optimal operations within the school's administrative framework."

EDUCATIONAL HISTORY

Maulana Abul Kalam Azad University of Technology, West Bengal

*Persuade - M. SC in Media Science
Specialization in PR and Advertisement
Postgraduate -2022
CGPA - 9.40*

ILEAD- Institute of Leadership, Entrepreneurship and Development

*University - MAKUAT, Graduate - 2020
Persuade - B. Sc in Media Science
CGPA - 7.92*

Kalyani Central Model School

*Higher Secondary Education - 2017,
Board - NIOS
%- 64.
Secondary Education - 2015,
Board - NIOS
%- 49.*

SKILLS AND ABILITIES

- Content & creative writing
- Creativity
- Proficient in Microsoft Office Suite
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Video editing
- Photography & Videography
- Great time management
- Exam Administration
- Compliance Knowledge
- Confidentiality
- Problem-Solving
- Data Management

LANGUAGE

- English
- Bengali
- Hindi

PERSONAL INFORMATION

DOB - 20/12/1996
Blood Group - B+
Address - Ranaghat, Nadia, 741256
Gender - Female

Exam Officer of Cambridge International Education Board in St. Augustine's Day School

- The section includes: Centre responsibilities, Inspections and quality assurance, Candidates, Exams administration, Communicating with Cambridge, Copyright in exams
- Efficiently manage all aspects of the Cambridge International Education (CIE) examinations, ensuring compliance with board regulations and guidelines.
- Coordinated the exam schedule, including registration, timetabling, and venue arrangements for multiple examination sessions.
- Prepared and submitted examination entries, including candidate registration, coursework assessments, and special accommodations.
- Oversaw the secure storage and distribution of examination materials, maintaining a high level of integrity and confidentiality.
- Managed the invigilation team, providing training and supervision to ensure the integrity of the examination process.
- Addressed and resolved any issues related to examination administration, including irregularities and malpractice investigations.
- Prepared and submitted accurate examination results to CIE and facilitated post-examination services, including re-marks and certificates.
- Kept up-to-date with CIE policies and guidelines, implementing necessary changes to stay compliant with board requirements.

INTERNSHIPS

VOICEWORX events & workshops - (11.04.2022-14.07.2022)

- Managed all areas of events, from pre-planning, through the event day, and post-event activities.
- Assisted in event planning and management, built and maintained professional relationships with vendors, and worked closely with clients.

BRANDFOXIE Pvt.Ltd - (20.05.2021-27.08.2021)

Academic content writer - for a period of 3 months

DOORDARSHAN KENDRA KOLKATA -2019

- Field work - live reporting
- Work with the team for news bulletin.

VOICEWORX events & workshops

LETS PLAY CORPORATE CARNIVAL - 2019 & Higher Education in China - EXPO 2018 at Biswa Bangla Convention

- Organized activities programs for the employees of Ecospace Business Park, Kolkata.
- Handled inquiries and emails and engaged in customer service.
- Attended to the needs of organizers.
- In charge of On Ground Management.

TAAZA TV -2017

- Handling social media platform
- Media Marketing and promotional video for Taaza Dandiya 2017
- Published informative blog articles on the website

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Yours truly,
Sneha Joshpin Das.