

## SUPRIYA SHYAMAL SAHA

11-C/ Room No-11, Siddhivinayak CHS MMRDA Durga Nagar

Jogeshwari Vikhroli Link Road Jogeshwari East Mumbai 400060

8691837189 | [sahasupriya11@gmail.com](mailto:sahasupriya11@gmail.com)

### CAREER OBJECTIVES

To build a long-term career in your organisation which will enhance my skills and knowledge, to learn and get new opportunities for career growth and achievements.

### EDUCATION QUALIFICATIONS

COURSE	INSTITUTE	UNIVERSITY/ BOARD	YEAR OF PASSING	CGPA/ PERCENTAGE
Bachelor of Banking And Insurance (BBI)	Tolani College Of Commerce.	University Of Mumbai	2019	5.12
H.S.C With I.T And S.P (Commerce)	Shri. G.P.M. Degree College Of Commerce And Science.	Maharashtra State Board	2016	58.62%
S.S.C	St. Xavier's High School.	Maharashtra State Board	2014	61.40%

### WORK EXPERIENCES

**1) Name of the Company:** Pentagon Tapes Private Limited.

**Duration of Work:** 3rd August 2023 to 08th April 2024

**Position held:** Sales Coordinator.

**Description of Work:** Make Quotation, Proforma Invoice and Sending mails.

**2) Name of the Company:** WNS Global Services .

**Duration of Work:** 2nd March 2022 to 4th March 2023.

**Position held:** Associate opps.

**Description of Work:** BACR British Airlines Customer Relation email process.

**3) Name of the Company:** SBICAP SECURITIES LTD.

**Duration of Work:** 21st June 2021 to 2nd March 2022

**Position held:** Relationship Manager.

**Description of Work:** Client Advisory Group.

**4) Name of the Company:** HDFC Securities Ltd.

**Duration of Work:** 5th October 2019 to 23rd October 2020.

**Position held:** Relationship Manager.

**Description of Work:** Equity Advisor.

**5) Name of the Company:** Digital Solution Media.

**Duration of Work:** 4 Months.

**Position held:** Telecom- Sales.

**Description of Work:** Sales.

### **PROJECTS UNDERTAKEN**

**TITLE:** A Study On Whether Customers Are Satisfied With The Services Of Green Channel Counter In SBI.

**DESCRIPTION:** In the Google Forms questionnaire was formed and survey was conducted. Response was analysed, primary data was collected and project report was prepared.

**DURATION:** Year end project.

**TITLE:** Impact On Video Games.

**DESCRIPTION:** Questionnaire prepared with that questionnaire survey has conducted.

### **COMPUTER PROFICIENCY**

Microsoft Office (Word, Excel, PowerPoint)

Tally

Typing

Advanced Excel

### **AWARDS AND RECOGNITION**

Performance award received from HDFC Securities Ltd on January 2020.

AGON take part in intra college organise team.

Edulight Scholarship participation certificate.

Certificates of appreciation for various competitions.

### **EXTRA CURRICULAR ACTIVITIES**

Agon (Intra-College Fest) as committee member of " Department- Registration" at Tolani College Of Commerce.

As Choir Girl (carol singing) and group dance participate in inter and intra school competitions and programs.

### **HOBBIES/ INTEREST**

Making YouTube videos, Cooking, Reading story books, Dancing And Ludo.

### **PERSONAL DETAILS**

**D.O.B:** 11/06/1997.

**MARTIAL STATUS:** Unmarried.

**GENDER:** Female.

**NATIONALITY:** Indian.

**LANGUAGES KNOWN:** English, Hindi, Marathi And Bengali.

**RELIGION:** Hindu.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**DATE:-**

**PLACE:- MUMBAI.**

.

**SUPRIYA SHYAMAL SAHA**