**RESUME**

**Name:** Falguni Biswas

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**Email** [**gedrocia@yahoo.co.in**](mailto:gedrocia@yahoo.co.in)

**Objective:** ***Looking ahead to join an organization that can offer me challenging working atmosphere as well as profile in the industry also to improve quality services to my company and its clients.***

**Personal Information:**

Date of Birth : 15th February 1985.

Father’s Name : Ashok Biswas .

Marital Status : Single.

Nationality : Indian

Current Address : 2/2273, P.O: Gayeshpur, Dist: Nadia, PIN: 741234

Language Known : English, Hindi and Bengali (mother tongue).

Hobby : Collecting magazines, Traveling.

**Academic Qualification**

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| --- | --- | --- | --- |
| Exam | Board | Year | Division |
| Madhyamik | W.B.B.S.E | 2001 | 1st |
| Higher Secondary | W.B.C.H.S.E | 2003 | 2nd |
| B.A | University of Kalyani | 2006 | 2nd |

**Professional Qualification**:

Course: Computer Office package .

Institute: SCPG.

Period: Sep 2010to March 2011

Technical Expertise:

**Computer Skill**

Platform Used : MS-DOS, WINDOWS- 95, 98, 2000, XP.

Packages : MS Office, Internet.

Others : **Typing speed of 30 words per minute**.