

## ANAMIKA SAHA

Address : Rainbow Tower,  
185, Kendua Main Road, Kolkata-700084  
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### Objective:

To associate myself with an organization that provides me ample scope of learning & add value skills while contributing my best towards the growth of the organization.

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### PROFESSIONAL QUALIFICATION:

- **Passed Master in Business Administration** from IGNOU in the year of 2019 (63%) and specialization in Marketing with 74% marks
- **Passed Master in Information Technology** from Sikkim Manipal University of Health, Medical & Technological Sciences in the year of 2004 (75.58%).
- **Passed B.Sc (Chem) from Calcutta University** in the year of 2000 (47%)
- **Passed Higher Secondary Exam from W.B.C.H.S.E from Beltala Girls' School in the year of 1995 (60%).**
- **Passed Secondary Exam from W.B.B.S.E from Multipurpose Govt. Girls' School in the year of 1993 (67%),**

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### TECHNICAL SKILLS:

APPLICATION SOFTWARE : MS-OFFICE '98/2000/2003/2007, Tally ERP9.

OPERATING SYSTEM : DOS 5.0/6.22, Windows 95/98/2000/XP/ Vista/7/8

WEB DESIGNING : HTML, XML;

GRAPHIC DESIGNING : CORELDRAW X/X1/X2/X3.

### Job Experience:

- ✓ Associated with **Harimohan Ghose College, Kolkata** as a Govt. Approved Part time Lecturer from Feb, 2010 in B.Com (Hons. and General) and delivered lectures on Information

Technology, Marketing and E-Commerce, Taking IT Practical on MS Word, MS Excel, MS Access, MS PowerPoint, Tally and in B.Sc (Math Dept. & Pure Sc Pass) delivered lectures on Basic Computer and taking Practical on MS Word and C Language.

- ✓ Associated with **St. Xavier's College, Autonomous, Kolkata** as a **Guest faculty** from 2012 in B.Com (Morning) and from 2016 in B.Com (Evening) IT Practical on MS Excel, MS Access, MS PowerPoint, Tally and Linux.

## **Seminar/Workshop/Paper Presented**

- UGC-SPONSORED NATIONAL SEMINAR ON “ADVANCES IN COMPUTER AND RESEARCH IN MANAGEMENT” Organised by Shibpur Dinobundhoo Institute (College), Howrah in collaboration with Lalbaba College, Howrah, on 2nd and 3rd December, 2011.
- UGC-SPONSORED NATIONAL LEVEL CONFERENCE ON “**Research and Higher Education in Computer Science and Information Technology, RHECSIT-2012**” Organised by Department of Computer Science, Sammilani Mahavidyalaya held on February 21 & 22, 2012 in collaboration with Department of Computer Science and Engineering University of Calcutta.
- One day WORKSHOP ON LINUX ADMINISTRATION & VIRTUALIZATION organized by department of Computer Science, St. Xavier's College (Autonomous), Kolkata, held on 22nd December, 2014.
- One day SEMINAR ON MATLAB & SIMULINK organized by department of Computer Science, St. Xavier's College (Autonomous), Kolkata IN ASSOCIATION WITH Elmax Projects and Services Private Limited held on 18th December, 2015.

**FUTURE CAREER:** Want to make career in coding

**LANGUAGES KNOWN :** Speak, Read and Write Bengali, English & Hindi

**HOBBIES & INTERESTS :** Attached with an NGO, working for UNEMPLOYED WOMEN .  
and Love to listen Music.

### **DECLARATION :**

**The details enumerated above are true to the best of my knowledge.**

DATE : 17.06.2016

PLACE: Kolkata

( Anamika Saha )

