

Anamika Ghosh



Ghoshanamika664@gmail.com



9748927716



Laha Bagan, Garia main road

Kolkata - 700084

A rigorous, task-driven, versatile and quick witted fresher with an ability to work efficiently and create a positive and lively work environment. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organizational levels and can add value to the organization.

Career Objective

➤ To learn and function effectively in your esteemed organization and be able to use my skills in the best possible way for achieving the company's goals. Simultaneously, learning the special skills that your prestigious organization has.

Experience

- Worked in Sun Knowledge Pvt Ltd in Medical Billing Process as Process Associate for Adapthealth Care (27th June 2023 – 27th January 2025)
- Worked in Conneqt Business Solution for Tata Cliq Unistore process from 10th January 2022 till 3rd February 2023

Areas of Interest

- Working in a multi-tasking ambience
- Dealing with the Customers to solve their problem
- Working in a challenging ambience

Soft Skills

- Excellent communication skills
- Leadership Quality
- Team Working
- Strong Inter-Personal Skills
- Time Management

Academic Qualification

University	Percentage of marks	Year of passing
VIDYASAGAR UNIVERSITY	60%	2020
ISC (VIDYA NIKETAN)	58%	2017
ICSE (VIDYA NIKETAN)	70%	2015

Achievements

- Took part in university quiz competition

Hobbies –

- Reading books
- Travelling To new places

Personal Details

Father's name – Debotosh Ghosh

Sex - Female

Date of birth – 29-06-1999

Marital status - Single

Religion – Hindu

Language Known – English, Hindi, Bengali

Date:

Signature