

ISHA KHATICK

PROFILE

BCOM graduate.

I consider my self a responsible and orderly person.

I am looking foward for my first work experience.

CONTACT ME



6291394732

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243/A, A.P.C Road

Kolkata- 700006



PERSONAL INFO

Date of Birth-

09.02.2002

Gender- Female

EDUCATION

UNIVERSITY OF CALCUTTA

Bachelor of Commerce

Year of Completion- 2024

HIGHER SECONDARY- XII

West Bengal Board of Higher Secondary Education

Year of Completion - 2020

Secondary Education - X

West Bengal Board of Secondary Education

Year of Completion - 2018

LANGUAGE

English

Hindi

Bengali

TECHNICAL SKILLS

Accounting

Tally Prime, ERP9

Basic MS Excel

MS word

ESSENTIAL SKILLS

- Effective Communication Skills
- Rapid Learner
- Team Collaboration
- Adaptability
- Problem-Solving Abilities

WORK EXPERIENCE

Internship - Telemarketing Executive

Duration - April- May (2024)



CERTIFICATE: GMI00239

DATE: 10-06-2024

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS AWARDED TO

ISHA KHATICK

Completed 1 month of internship from 30th April - 30th May with
Guide Me Education Services LLP. as a telemarketing executive.

A handwritten signature in black ink, appearing to read "Dhiraj", written over a horizontal line.

DHIRAJ KUMAR MISHRA
(CMD)

SL. NO. 4928



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CERTIFICATE NO. : 231223121512010

REGISTRATION NO. 159515B, SEC 23 (2), RULE 62 (1), GOVT. OF INDIA.

This is to Certify that Mr./ Ms./ Mrs. **ISHA KHATICK**

Son / Daughter of **MR. SHYAM KUMAR KHATICK**

Has attended and successfully completed the **CERTIFICATE**

course in **TALLY**

Held from **01.08.2018** *to* **31.10.2018** *with grade* **'A'**



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