

Punbhire Basumatary

Address	E-Mail ID	punbhibasumatary@gmail.com	
Varthur, Bangalore Karnataka 560087	Contact Number	7483147094	
	Date of Birth	2 nd January, 1996	

Objective

To be an integral part of a professionally established organization and to utilize my professional skills towards personal growth as well as the growth and enhancement of the organization. Willing to work as a key player in challenging and creative environment, where I am able to contribute according to my skills.

Academic Qualification

Course	Institution	University/Board	Year of Passing
M.S.W	Kristu Jayanti College Bangalore.	Bangalore University	2017-2019
B.A	Pranabananda women's college	Nagaland University	2013-2016
12 th Standard	Little Star higher secondary school	Nagaland Board of School Education	2011-2013
10 th Standard	Assembly of God higher Secondary school	Nagaland Board of School Education	2010-2011

Professional Course

- ✓ Diploma in Computer Application (DCA) at Computer Institute of Information Technology of duration 6months.

Work Experience

- ✓ 2 years experience in the post Documentation officer in NGO
- ✓ 10 months experience in the post Project Manager
- ✓ 7 months experience in the post Admin executive in School

Personal Strengths

- **Organization:** Strong organizational skills to manage administrative data create itineraries and plan activities.
- **Communication:** Excellent communication skills to coordinate with students, parents and staffs.
- **Time management:** Efficient time management skills to ensure programs are conducted effectively and participants have enough time to complete their activities
- **Problem-solving:** Strong problem-solving skills to address any issues or challenges that arise during the workshop.
- **Leadership:** Strong leadership skills to manage staff, delegate responsibilities and make decisions.
- **Flexibility:** ability to adapt and adjust to unexpected changes in the workshop or program schedule or plan.
- **Creativity:** Ability to be creative and think outside the box to design engaging and effective activities.
- **Interpersonal skills:** Excellent interpersonal skills to build relationships with participants and staff, and create a positive environment
- Writing skills, Good Listener, Able to work in challenging and stressed Conditions, Report Writing, Capability of Computer skills, Team management, Motivational Support, Observant.

Computer Proficiency

- ✓ Well versed MS Excel, MS Word, MS Access, MS PowerPoint
- ✓ Efficient in Internet and Basic Computer Applications
- ✓ Operating Systems: Windows 7/8/10
- ✓ Typing, word processing, operating system, data entry, multimedia, web browsers.
- ✓ Merrito, Edchemy, Mcube, STS.

Academic Projects

- ✓ Completed a dissertation on research topic "A study on the Anxiety level of Parents of the Disabled Children".

Achievements & Awards

- ✓ Obtained computer department awards in Ms Office from little star hr. sec. school, Dimapur
- ✓ Coordinated the Hospitality and Registration committee during the One Day State Seminar 2016 at Pranabananda women's college, Dimapur
- ✓ Obtained Diploma in Computer Application (DCA) at Computer Institute of Information Technology of duration 6 months.

Personal Details

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| • Father's Name | Jitendra Basumatary |
| • Marital Status | Unmarried |
| • Area of Interest | Data Entry, Computer Operator, Office Assistant, Executive Assistant |
| • Linguistic Ability | Hindi, English, Assamese, Nagamese Dimasa and Bodo |
| • Nationality | Indian |

Reference

Dr.Rama Gokula Krishnan

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Declaration

I, **Pungbile Basumatary**, Certify that to the best of knowledge and belief, these data correctly describe my qualifications, my experience, and me.



(PUNGBILEBASUMATARY)

