**CURRICULUM VITAE**

**Name :** Saurabh Roy

**Date of birth :** 3rd October, 1990

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**Objective**

As an employee of your company, I would be making the best use of my analytical, logical and communicative skills, which would be required to perform the job efficiently. I would like to work in a challenging and dynamic environment while simultaneously upgrading my skills and knowledge, aiming to perform better and deliver results.

**Educational qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **Serial No.** | **Name of Examination** | **Board/University** | **Institution** | **Year of Pass** | **Percentage of Marks Obtained** | **Degree** |
| 1 | AISSE | CBSE | Haryana Vidya Mandir | 2006 | 79 | Pass |
| 2 | AISSCE | CBSE | Haryana Vidya Mandir | 2008 | 63 | Pass |
| 3 | B.A(Hons.) in Journalism and Mass Communication | University of Calcutta | Gurudas college | 2011 | 57 | Pass |
| 4 | M.A in Journalism and MassCommunication | University of Calcutta | University of Calcutta | 2013 | 54.6 | Pass |
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**Technical Skills**

1. MS Word
2. MS PowerPoint
3. MS Excel
4. Adobe Photoshop

**Work experience**

* **Internship at Arun Sign Services Pvt. Ltd**. – Job involved communications with the client and billing for ads.
* **Production assistant at square One AdWord (April – November 2016)** – Job involved client servicing and communications.
* **Student advisor/ counsellor (front office operations) at Career Launcher Kolkata (May 2017 – present**) – Job involves handling student enquiries via phone, emails and direct walk-in, following up on walk-in data, making cold calls to increase sales, also communicating issues faced by students to the respective authorities.

**Other Certifications**

1. I have also pursued a six month digital photography course from Digi Photo School Dum Dum.

**Extra-Curricular Activities**

• Official photographer for Sunfeast Super Series Junior Tennis Tournament 2015.

• Made a short film named The Fourth Colour and worked as the DoP which got a screening at the 12th Kalpanirjhar Film Festival, 2014.

• DoP for a short film Dupurbela which won the Best Film award at Culture Curry short film competition and also got featured by MTV Nescafe Labs.

**Languages Known**

1. English
2. Bengali (Mother Tongue)
3. Hindi

**Strengths**

Positive attitude, commitment, adaptability and willingness to learn.