

Nirupama Das

HR/Office Executive/Career counsellor

nirupamacareers@gmail.com ✉

+916000675831 📞

Sonkuchi Path, Beharbari, Assam 781029, Guwahati, India 📍

05 April, 1991 📅

Carrying strong professionalism and well rounded individual with strong willingness looking for an exciting opportunity in a organisation where I can showcase my skill and willingness to learn and grow. I Strongly believe to make myself perfect every day in all aspect.

WORK EXPERIENCE

Montessori Internship Delhi Public School

03/2017 - 06/2017

Guwahati

Achievements/Tasks

- teaching kids in a playful and gamification way better interests.
- Collaborating with parents for better understanding of students potential and guide them for best.

EDUCATION

Post Graduate Diploma In Computer Application

Kamrup College of Vocational Training

06/2017 - 06/2018

Guwahati

Courses

- Basic computer knowledge
- Tally
- M.S Office
- Corporate Management and leadership workshop

Montessori Teacher's Training

Model Vocational Training Institute

10/2016 - 03/2017

guwahati

M.A. In English

Institute Of Distance And Open Learning

08/2014 - 08/2018

Guwahati

B.A.

Guwahati College

08/2011 - 08/2014

Guwahati

SKILLS

Microsoft Office

TALLY ERP

School Counsellor

Stenography

Communication Skills

business consultant

sales and marketing

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Assamese

Full Professional Proficiency

INTERESTS

Cooking

Dancing

Reading