



MANDIRA DAS



+971 55 7273 093



17mandiradas@gmail.com



Al Bada, Dubai, UAE

EDUCATION

July 2015

**West Bengal State
University, West Bengal**

Bachelor of Arts, Honours: English

June 2018

**Rabindra Bharati University,
Kolkata, West Bengal**

Master of Arts, English

November 2022

**The West Bengal University of
Teachers' Training, Education
Planning & Administration**

Bachelor of Education, English

RELEVANT SKILLS

Basic Computer

Adobe Photoshop

Light Vehicle Driver

Quick Learner

CAREER OBJECTIVE

To serve the organization with honesty, dedication, and knowledge and contribute to the growth of a progressive future.

PROFESSIONAL EXPERIENCE

2022 – Present

Teacher

Employability Skills

Government ITI Amdanga, W.B., India

- Educate pupils on how effective employability skills are a 'must to have' to sustain a successful career.
- Make them aware of the importance of verbal and non-verbal communication in a workplace respecting the multi-cultural workplace atmosphere of an organization.
- Collaborate with the students in mock interview sessions using theory and practical modes helping them understand better.
- Teach them about the formal and informal behaviours, attires, and phrases that they can use in daily life contributing to the well development of the minds and souls of students.
- Help the pupils become confident enough not to be shy to peek into the world of knowledge and make them think positively.

Reference: Mr. Arijit Sarkar (Instructor, Electronic Mechanic)

Ph. - +91 9748 346 177 | dustuchele.9@gmail.com

2020 – 2023

Content Writer

Freelancer

- Worked on projects that required professional 'assignment' based creative writing focusing on the provided topics.
- Delivered content that helped companies promote their products and services ensuring precision in word choices and sentence structures.

Reference: Mr. Suvro Datta (Senior Manager, Engineering, USA)

Ph. - +1 206 724 8496 | suvrodatta@yahoo.com

LinkedIn Profile: <https://www.linkedin.com/in/suvro-datta-51543a28/>

2018 – 2020

Consumer Associate Intern

Padma Telelink Pvt. Ltd., Habra, W.B., India

- Helped customers clear their doubts and queries assisting them with sufficient product information.
- Contributed to the growth of the business entity through good customer handling.
- Gathered and analyzed data from customers' preferences about products for further improvement of customer service.

Reference: Mr. Sujan Saha (Manager)

Ph. - +91 9933 356 888 | sujan16feb@gmail.com

LANGUAGES KNOWN

- English (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Bengali (Read, Write, Speak)