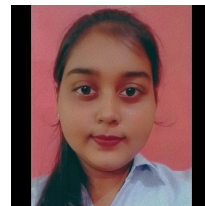


## **Konkana Sau**

90, Jadav Ghosh Road., Sarsuna, Behala, Kolkata, 700061  
9330471850 | sau.konkana02@gmail.com



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### **OBJECTIVE**

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

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### **EXPERIENCE**

<b>Medica Superspeciality Hospital</b> Learning & Development(HR)	20-04-2021 - 20-08-2021
Database Handling	
Hospital Round	
File checking	
Onboarding Process	
Conducting Trainings	
<b>Bm Birla Heart Research Institute</b> HR	23-12-2021 - 22-02-2022
Filing	
Recruitment Of an Employee	
Pre Employment Health Check Up	
Cv selection	

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### **EDUCATION**

<b>Delhi Public School Vizag</b> 2017 Secondary Education 71%	
<b>Narayana School Mahestala Kolkata</b> 2019 Higher Secondary Education 73%	
<b>Future Institute of Engineering and Management Sonarpur Kolkata</b> 2019-2022 BBA (Hospital Management) 5th Sem: 9.21	

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### **SKILLS**

Microsoft Word  
Microsoft Excel  
Microsoft Power Point  
Decision Making  
Team Work  
Creativity  
Time Management

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### **LANGUAGES**

English  
Hindi  
Bengali

Telegu

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**PERSONAL STATUS**

Date of Birth: 21/03/2002

Religion: Hindu

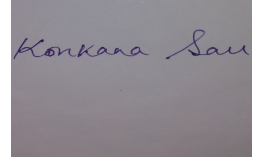
Nationality: Indian

Marital Status: Unmarried

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**DECLARATION**

I here by declare that the above information is correct and true to the best of my knowledge and belief.

A rectangular box containing a handwritten signature in blue ink that reads "Konkana Sau".

KONKANA SAU