
Sitangsu Pan

Kolkata, West bengal
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Summary

Recent BMS graduate seeking a challenging position to expand and utilize my learning, skills, and knowledge. I possess excellent communication skills, an eye for detail, and a strong ability to adapt to any work environment. Committed to continuous learning and professional growth, I am eager to contribute effectively to a dynamic organization.

Experience

BIRLA CAPITAL

Financial Advisor Intern • Kolkata, WB

10/2022 - 01/2023

Assisted in hiring and recruiting activities, gaining valuable HR experience. Engaged with potential leads to enhance communication and interpersonal skills. Collaborated with team members and took on leadership roles in various tasks. Developed an understanding of professional workplace environments.

I have developed strong leadership and teamwork skills through active participation in assignments, workshops, and co-curricular activities, including sports, throughout my schooling and college years. My consistent punctuality and effective time management have allowed me to successfully balance academic responsibilities with extracurricular engagements. I am adaptable to different working environments, eager to take on new challenges, and committed to continuous learning and growth.

Skills

MS Office, Computer proficiency., AI and Chat GPT efficiency, Communication skills., Problem-solving abilities., Time management skills., Leadership, Leadership

Education

St. Xavier's College (Autonomous)

Bachelor of Management Studies) • Kolkata, West Bengal

06/2024

Acme Academy

Higher Secondary • Kalna

Languages

English, Hindi, Bengali

Certificates

Chat gpt and Ai, Business Analysis and Project Management