CURRICULUM VITAE  
Rusha Banerjee  
***Contact:* (+91) 8981975908, 9674868373  
*Email:* rushaa.banerjee@gmail.com / rushabanerjee71@gmail.com  
*LinkedIn:*** [**LinkedIn Profil**](https://www.linkedin.com/in/rusha-b-97647b211)**e  
*Introductory video: https://youtu.be/CaCofQppOuI?si=pAdgD5V0Iy938Ul4***PROFESSIONAL EXPERIENCE

**Cognizant Technology Solutions**  
***Process Executive - Financial Project (Mortgages)  
October 2017 - January 2019***

* **Document management, classification, and keying of confidential information.**

***As an advertiser or content writer***

* **Content writer: Created creative titles, brand details, and descriptions for advertisements.**

**Tata Consultancy Services  
*Information Specialist  
January 2019 - March 2021***

* **Content writing/editor and user assistant for future reference.**
* **Client assistance/In-chat customer service/in-call customer service.**
* **Quality maintenance, data verification, and website update checks.**
* **Trainer for new joiners.**

**Internship at Ramdhanu (Aug 2022 - Dec 2023)**

***Content writer* / *Client Servicing Agent | Social Media Handler | Digital Marketer***

* ***Creating and writing up content, maintaining the website, maintaining social media accounts, and YouTube/Facebook ads.***
* ***Assisting client/ Customer handling over call or text***

***From April 2024 Working as a freelancer* SKILLS**Proficient in Java C++, and Adobe Photoshop.  
Strong communication, team management, and self-management skills.

**LANGUAGE PROFICIENCY**

| * English: Read/Write/Speak * Hindi: Read/Write/Speak | * Bengali: Read/Write/Speak * Japanese: Level N5 |
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**SOFTWARE PROFICIENCY and ADDITIONAL CERTIFICATIONS**

| * Office Tools: Microsoft Word 2010, Excel 2010, PowerPoint 2010. * Adobe Photoshop. | * Entrepreneurship Development Program * Google Digital Garage |
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**EDUCATION**

* ***Pursuing Bachelor of Education in Primary and Secondary Education conducted by Asian College Of Teachers.***
* ***International PG Diploma TESOL/TEFL/ Train the trainer/Business English Trainer*, Asian College of Teachers, Grade A (85-90%) (2024)**
* ***PGDMM (Digital Marketing and Social Media Management)*, IISWBM, Calcutta University, 69.78% (2022)**
* ***Bachelor of Commerce (H)*, Maharani Kasiswari College, Calcutta University, 44.78% (2017)**
* ***Delhi Board*, Central Modern School, CISC, 73% (2014)**
* ***Delhi Board*, Central Modern School, CICSE, 81% (2012)**

EXTRACURRICULAR & HOBBIES

* Dancing, painting, and participation in dramas.
* Hobbies include arts & crafts, hiking, cycling, football, and gaming.

PERSONAL DETAILS  
***Permanent Address:* 55/3, Raj Kumar Mukherjee Road Kolkata 700 035  
*Marital Status:* Unmarried  
*Gender:* Female**