



SUNITA KUNDU

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SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

An organized and motivated individual, eager to utilize time management and organizational skills across diverse settings. Seeking entry-level opportunities to enhance abilities while contributing to company growth.

Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills.

SKILLS

- Fluency in bengali, hindi and English.
- C,C++,Html,Php,mysql
- Active Listening
- Problem-Solving
- Cultural Awareness
- Flexible and Adaptable

EXPERIENCE

SACT, 11/2008 - Current

Asansol Girl's College, Asansol

To guide BCA students for three years.

- Provided support and guidance to colleagues to maintain a collaborative work environment.
- Maintained updated knowledge through continuing education and advanced training.
- Worked with cross-functional teams to achieve goals.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.

EDUCATION AND TRAINING

BCREC, Durgapur, Durgapur, 07/2008

Master of Science: Computer Applications

SSLNT MM Dhanbad, Jharkhand, 09/2002

Bachelor of Science: Physics