

SUCHARITA MAITI

**Account
Coordinator**

Flat No-304, Wing-A7, Happy Valley Society, Manpada, Opp-
G.B.Road, Thane (W)-400610

+918424903129
sucharitamaiti92@gmail.com

Skills

Microsoft Excel, Microsoft Word and Microsoft PowerPoint.

Experience

Tanvi Shah Interior Designer, Mumbai

- Working closely with assigned clients and leading to determine needs.
- Staying current on client needs and services.
- Drafting and sending communications to clients, suppliers and contractors.

Wilson college-Churchgate, Mumbai

- Participated in workshop on Instrumentation Techniques and Interpretation of Spectra of Inorganic Complexes.

National testing house-Andheri, Mumbai

- Participated in Training Programme on Spectroscopy, Chromatography, Cement and Paint testing.

Education

University of Mumbai / M.Sc. (Inorganic Chemistry)

MONTH 2015 - MONTH 2017, K.J.Somaiya College of Science & Commerce

University of Mumbai / B.Sc. (Chemistry)

MONTH 2012 - MONTH 2015, G.N.Khalsa College, Matunga

Languages

English, Hindi, and Bengali

Reference

As per Demand.