**NATASHA SURANA**

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**CAREER OBJECTIVE**

To work for an Organization this provides me the opportunity to improve my skills and knowledge to grow along with organization’s objective.

**PROFILE SUMMARY**

* Highly enthusiastic and motivated
* Possess leadership skills.
* Expert in implementation of each step of the project.
* Eager to learn new methodologies and techniques which are involved in Jewelry Industry.
* Always willing to incorporate new innovative ideas which can enhance the Jewelry Industry through the medium of Designing of Best Jewelries.

**PERSONAL QUALITIES**

* Highly motivated and eager to learn new things.
* Strong motivational, presentation and leadership skills.
* Ability to produce best results in pressure situations.
* Good communication skills – both written and verbal.
* Ability to work as individual as well as in group.
* Possess good people skill.
* Quick learner.

**ACADEMICS**

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| --- | --- | --- |
| Course of Study | Year of Completion | Board/University |
| Masters in Gemology and Jewelery Designing | 2016 | Sawansukha Institute of Gemology and Jewellery |
| Bachelor’s in Commerce | 2014 | Calcutta University |
| XII | 2011 | CISCE |
| X | 2009 | CISCE |

**TECHNICAL SKILLS**

* MS Office.
* Diamond Grading and Assorting.
* Knowledge and Identification of Gems through renowned tests.
* Jewelry designing both on paper as well as in Computer.
* Knowledge of making costume (funky) jewelries with metal wires and metal sheets.
* Developing and Launch of new products and designs.
* B2B and B2C Sales.
* Idea of Creativity with the new trend of jewellery in the market.

**ACHIEVEMENTS**

* 3rd Position in Drawing Competition in School Level.
* Participated in Help age India (Social Service) in School Level.
* Gold Medal in 300m and 500m Race in School Level.
* Participated in Dance Competitions both in School and College Level.
* Participated in Creative Writing Workshop in College level.
* Completed 15 days of E-Learning EDP by NIESBUD in College Level.
* Completed Internship of 8 weeks in Viber Company in College Level.
* Participated in “Diamond Processing Polished Diamond Assorter and Grader (Advanced) (QP No.- G&J/Q4902) organized by NSDC under PMKVY in the Year 2015.
* Participated in Jewelry Courtyard organized by Sawansukha Institute of Gemology and Jewelry Designing in the Year 2017.
* Medal for Best Volunteer Head in Jewel Courtyard by Sawansukha Institute of Gemology and Jewelry Designing.

**WORKING EXPERIENCE**

● GJSCI (Gem and Jewellery Skill Council of India) - 2 Months Internship Programme.

* JAGDISH PODDAR JEWELLERS , Kolkata- Jewellery Business of Gold, Diamond and Kundan Jewelries.

Diamond Grader and Diamond Assorter and on Managerial Post- 10/2016 to 03/2017

● C. Krishniah Chetty and Sons, Bengaluru- Jewellery Business of Gold, Diamond, Silver and Platinum Jewelries.

 Relationship Manager as well as trained in the knowledge of various gems-04/2017 to 06/2018.

● Writing Blog in the name of EXOTIQUE with context of Jewellery & Gemstones. Blog site- [www.exotiquejewelage.wordpress.com](http://www.exotiquejewelage.wordpress.com)

● Freelance Jewellery Designing – From 02/2020 to present.

**SELECTED ACCOMPLISHMENTS**

* Learned to maintain Books of Accounts of a Jewelry Showroom.
* Learned to maintain Jewelry Stock.
* Learned Salesmanship.
* Trained in Diamond Grading and Assorting.
* Trained in Jewelry Designing.
* Trained in Diamond Grading and Assorting.
* Trained in Gemology.
* Trained in Developing Designing and Products.
* Trained in B2B and B2C sales.
* Trained in Trend Analysis of New Products, Designs and Networking.

**PERSONAL DETAILS**

**Date of Birth:** 21/10/1992

**Languages:** English, Hindi, Marwari and Bengali.

**Hobbies:** Playing indoor and outdoor games, listening to music, Reading Books and Designing new things.

**Permanent Address:**  P-141, Kalindi Housing Estate

 Block-B, 4th Floor, Flat No.-4B

 Kolkata-700089.

**Communication Address** : Flat-503, 5th floor, Manjunatha Residency

 1st C Cross, Kaggadasapura, Varsova Layout

 Bangalore-560093

 Landmark- Near Diagnostic Affair Building Lane