**NiyorkonaSaikia**

Contact Details Postal Address: 86, Swapankunj Apartments,

Mobile: +91-9711865411 Kalkaji Extension, New Delhi -110019

Email: niyorkonasaikia@gmail.com

**Professional Experience**

**Educational Qualification**

* High school leaving certificate from Secondary Education Board Of Assam in 2001
* Secondary Education from Assam Higher Secondary Education Council in 2003
* Bachelors in Arts with English Honours from Dibrugarh University, Assam in 2006
* Diploma in Mass Communication, Print Journalism from Sri Aurobindo Institute of Mass Communication, Delhi in 2008.

**Strengths**

* An analytical mind with the ability to think clearly and logically
* Experienced in customer interactions & maintaining long term professional relationships
* Familiarity with various office procedures both technical and administrative
* Proficient at preparing business presentations for corporate clientele
* Excellent spoken & written communication skills, problem solving and leadership skills

**Areas of Expertise**

* Editing
* Blogging
* Client Relationship Management
* Digital Marketing
* Market Research

**Personal Dossier**

Parents Name: Dr. Phanindra Saikia/ Ms. Meera Saikia

Date of Birth: 22.12.1984

Marital Status: Married

Nationality: Indian.