

# ATANU GHOSH

BORA GHOSHPALLY, BORA, SINGUR  
DIST- HOOGHLY  
PIN.-712306  
WEST BENGAL

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## OBJECTIVE

To go higher up In my professional life as an ideal professional by implementing whatever I have learnt so far, As well as the things that have to be learnt hereafter by sheer use of my positive qualities.

## ACADEMIC QUALIFICATIONS

Name of the Examination	Board/Council	Year of passing	Marks(%)	Grade
MADHYAMIK / SECONDARY	W.B.B.S.E	2010	69.4%	A
HIGHER SECONDARY	W.B.C.H.S.E	2012	77.2 %	A

## TECHNICAL QUALIFICATIONS

COURSE :- Diploma in Computer Science & Technology.

COUNCIL : - West Bengal State Council of Technical Education.

NAME OF INSTITUTION :- A.P.C ROY POLYTECHNIC (JADAVPUR)

1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR		3 <sup>RD</sup> YEAR	
VOCATIONAL(H.S)	SEM - 3	SEM - 4	SEM - 5	SEM - 6
83%	8.2	8.2	8.3	7.7

## WORKING EXPERIENCE

EMPLOYERS	PERIOD	
	FROM (Month-Year)	TO (Month- Year)
Haldiram Bhujawala Ltd. Designation- Data Entry Operator Cum Executive	October,2017	MAY,2020
	October,2020	DEC,2020
Mahindra Logistic Ltd. Designation – NOC (Transport)	November,2021	Till date

### RESPONSIBILITIES AT HALDIRAM :-

- Prepare Challan/Bill in Oracle.
- Date entry operation in oracle.
- Multiple report preparing.
- Making e-way bill for transporting any goods.
- Making GRN(Goods Received Note).
- Prepare return bill/credit note in Oracle.
- Also do MS-Word,MS-Excel related any work.

### RESPONSIBILITIES AT AMAZON:-

- Tracking Vehicle Location.
- Placing Vehicle in Dock.

## **PRESENT RESPONSIBILITIES :-**

- Making material GRN & Jobber GRN in ERP.
- Prepare jobber challan in ERP.
- Do MIN (Material issue Note) process in ERP.
- Making Debit Note.
- Also prepare multiple Report in Excel.

## **PERSONAL INFORMATION**

**Date of Birth** : 27.11.1994  
**Nationality** : Indian  
**Religion** : Hindu  
**Sex** : Male  
**Father's Name** : Arjun Ghosh  
**Marital Status** : Unmarried  
**Languages Known** : English,Hindi,Bengali  
**Hobby** : Playing Cricket,Football,Drawing, Reading books etc.  
**Strength** : A systematic,organized,hardworking and dedicated team player.

## **DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Date :**

**Place :**

Atanu Ghosh

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(Atanu Ghosh)



