

## **DIBYENDU NARAYAN GANGULY**

26/A, Raj Krishna Street  
Rajbari Appartment, Flat No: C/434  
P.O – Uttarpara, Dist – Hooghly  
Pin Code – 712258

**West Bengal**



**Ph No: 6291480641**

**E-mail: [dgbabu3@gmail.com](mailto:dgbabu3@gmail.com)**

### **Professional Experience**

- I worked in **Anmol Biscuit Private Limited** as an Oil and Marie Plant Supervisor from 2002 to 2004 with full responsibility
- I am working in **Tyre Corporation of India Limited** (A Government of India Enterprise) as an Assistant [Personnel & Admin.] also Secretary to Director [Production] and CMD from 2006 as Junior Executive cadre but the said Company is Under Liquidation and Closure by Calcutta High Court from January 2014.
- Due to closure of **TCIL** Presently I am working in **BMR Commercial Private Limited** as an Officer [Admin ], from 2014 month of April, receiving customer calls and satisfy them, Monitoring all Personnel and Admin related matters, managing customers database and billing related jobs.

### **Nature of Job done**

- Maintenance of all Service Files i.e. Officers / Staffs and Workmen.
- Maintenance of all Departmental Files.
- Prepare Leave calculation of all Officers / Staff and Workmen.
- Handling Security related matters i.e Attendance and Posting
- Handling Company Medical related matters
- Handling SC/ST/OBC/Minority related matters and GOI question answer.
- Look after Officer Administration jobs.
- Handling all Personnel and HR related matters
- Prepare Office Notice / Circular / Note Sheet etc.
- Look after Director [ Production] and CMD's Office
- E tender related Jobs.



### **Computer Skill**

- Basic Computer Knowledge i.e Words, Excel, Internet, Power Point from NIIT
- HTML and JAVA from LALANI Computer Academy.

### **Educational Details**

- Passed Madhyamik Examination from West Bengal Board of Secondary Education in the year 1996 (with 40%)
- Passed Higher Secondary Examination from West Bengal Board of Secondary Education in the year 1998 (With 45%)
- Passed BA from Calcutta University in the year 2001 (With 42%)

### **Personal Details**

Father's name : Sailendu Narayan Ganguly  
Date of Birth : July 08, 1978  
Material Status : Married  
Sex : Male  
Nationality : Indian  
Religion : Hinduism  
Language Known : Bengali / English / Hindi  
Employment Exchange ID : 826/2002

### **Interest**

- Listen Music, Play Cricket and Football

**I hereby declare that the above information's are true to best of my knowledge**

Date:

**DIBYENDU NARAYAN GANGULY**