

SEBANTI BERA

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➤ Career Objective:

Enriching my experience through working in a professional environment demanding high quality performance output, therefore, enhancing career prospects.

- **Address** : 38, Andul Road, B-607, Ashoka Vihar, P.O. – Danesh Seikh Lane
Howrah – 711109, West Bengal
- **Date of Birth** : 4th August, 1988
- **Religion** : Hinduism
- **Nationality** : Indian
- **Marital Status** : Married

○ Academic qualification :

Name of Examination	Board/University	Year
Madhyamik	W.B.B.S.E.	2004
Higher Secondary	W.B.C.H.S.E.	2006
Graduate (B.A. General)	Calcutta University	2010
Masters in Social Work	Netaji Subhash Open University	2017

○ Other Qualification :

- ✓ Have working knowledge of Google Sheet, Excel Spreadsheet, FMS Management, Basic computer (MS word, excel, PowerPoint etc.)
- ✓ Diploma in Information Technology Application.
- ✓ Diploma in Financial Accounting System.

○ Work experience :

- ✓ Presently working as “CRM” at Ishaan Plastics Private Limited, Kolkata since November, 2022.
- ✓ Worked as “Office Assistant” at Aline Curtain Walls Pvt. Ltd., Kolkata from May, 2018 to November, 2019.
- ✓ Worked as “Office Assistant” at Eureka Forbes Service Centre, Howrah from April, 2016 to October, 2016.

Dated:

Place: Howrah

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