

RESUME



Name : PRASENJIT MUKHERJEE

Date of Birth : 01-02-1972

Father's Name : Mr. Sulal Mukherjee

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Academic Qualification : B.Sc. from Calcutta University.

Professional Qualification :

Travel & Tourism Management – Customer Care.	IISWBM, Calcutta + Govt of West Bengal	Pass	63%
Hotel Operations Management (1½ year Diploma) – Customer Care	MSHM, Calcutta	Pass	70%
Basic Cabin Crew Training of Airlines – Customer Care	Frankfinn Management Consultants, New Delhi.	Pass	70%
Certificate in Marketing Management.	Ministry of Industry, Govt. of India, Calcutta	Pass	A+
Computer (Dos, Windows, Wordstar, D-Base III+, Tally, Word, Easy, Scan, Internet & E-mail, Powerpoint, Print, Fundamentals, Ms-Excel) etc...	State Youth Center, Calcutta (W.B. Govt.)	Pass	79%

Achievements

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1. Pc Quest – ELNET – 3L Academy Scholarship of Computer on 12-08-2000 (All India rank 110 out of 39000 students), Having knowledge of E-Commerce through www.ebay.in.
2. Qualified MAT of Management for PGDPM (MBA Level) & eligible for NIPM, Calcutta.
3. Qualified Part I of NELTS O1 from Central Institute of English & Foreign Languages, Hyderabad & Orient Longman with Reading, Grammar & Vocabulary (Grade B : Good).
4. English Typing Speed : 40 W.P.M. & Having knowledge of FAX & EPABX Operation.
5. Qualified ACET TEST (English Proficiency) from Webel Limited, Kolkata & Kolkata University.
6. Best performer award, 2016-17 from Hindustan Steel Works Construction Limited
7. Appreciation Letter from Sri Tika Ram Nauriyal, Deputy Secretary, Lok Sabha Secretariat, Parliament House Annexe New Delhi - 110001 vide D.O. No. 13/01/2016-17/C11/CPL, dated 17.01.2017 for best Liasoning work during parliamentary committee visit including hon'ble chairperson at Kolkata.

Experience

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Company Name	Post/Activities	Date of Joining	Date of Leaving/Working
Hindustan Steel Works Construction Ltd. Kolkata (A Govt. of India U/T)	Executive (Admin) Take Home 30K/Month	02-09-2010	31.12.2017
Braithwaite & Co. Ltd. (A Govt. of India U/T)	Administrative Officer Contractual	06-04-2009	28-08-2010
ABSS College (A 3 Yrs Degree College Under WBUT, Kol)	Public Relation Officer	20-07-2007	31-03-2009
Creative Ltd (MNC) Kolkata	Front Desk Executive	01-12-2005	19-07-2007
Hotel Ganga International at Chennai	Front Office & Customer Service Assistant.	06-07-1998	06-07-2000