

RESUME

SUBHENDU DAS

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CAREER OBJECTIVE

To be a part of the prestigious company and contribute to its growth and advancement by utilizing my experience, skills & knowledge.

WORK EXPERIENCE

ORGANIZATION	POSITION	JOB ROLE	DURATION
Subham Poles Projects Pvt. Ltd.	Support Executive cum Sales Team Assistant	Managing Company E-Mails, Making Quotations & Proforma Invoices, Making Internal TCs, E-Tendering (GEM Portal) & Data Entry.	03/03/2021 - Currently Working Here
ZUCI Creation	Stone Department Assistant	Organizing & Assembling Different Size of Stones as per Job Sheets.	01/10/2020 - 31/12/2020 (3 Months)
Padmawati Hydraulics	Assembling Assistant cum Office Assistant	Assisting to Assemble Hydraulic Cylinder Seal Kits & Making Invoices on EXPERT.	05/03/2019 - 21/03/2020 (1 Year 17 Days)
Golden Dart Courier	Support Executive cum Data Entry Operator	Managing Incoming & Outgoing Couriers, Making Datasheet of Booked & Dispatched Couriers, Making Bills.	07/06/2018 - 13/12/2018 (6 Months 7 Days)

ACADEMIC QUALIFICATION

Madhyamik from West Bengal Board of Secondary Education in 2011 with 66%.

TECHNICAL QUALIFICATION

Successfully completed Diploma in Information Technology Application course from Youth Computer Training Centre in 2018.

PERSONAL DEATILS

Date of Birth : 28/08/1995
C/o. : Sanat Das
Gender : Male
Nationality : Indian
Marital Status : Unmarried
Language Proficiency : Bengali, Hindi, English
Address : Vill+P.O.: Balarambati (W), P.S.: Singur, Dist.: Hooghly, PIN: 712409

LEISURE TIME ACTIVITIES

Listening Music, Photo Editing.

EXTRA KNOWLEDGE

Computer Hardware / Components.

DECLARATION

I hereby declare that all the above information is correct to the best of my knowledge and belief.

Date:
Place: Balarambati, Singur (WB)

Subhendu Das.

(Signature)