

# RESUME



## **SUPRIYA PRAMANICK**

### **Address:**

Jaychanditala, Jalui Para, Domjur, Howrah-711405.

Email: [pramanick668@gmail.com](mailto:pramanick668@gmail.com)

Mob: 9804117778 / 7003305521.

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**CAREER OBJECTIVE-** To enrich my experience and give an edge to my skill, to give the best to the organization, that will not only contribute to the profit maximization activity of the organization but also give an edge over its competitors.

## **QUALIFICATION:**

### **[ A ] Educational:**

- ❖ **Secondary Examination (M.P.)** passed under **W.B.B.S.E. Board** on **2010 year** with **60.00%** aggregate marks.
- ❖ **Higher Secondary Examination (H.S.)** passed under **W.B.C.H.S.E. Board** on **2012 year** with **68.40%** aggregate marks.
- ❖ **Graduation (U.G.) - B.A. (HIST.-HONS.)** passed under **University of Calcutta** on **2015 year** with **48.50%** aggregate marks.

### **[ B ] Others:**

- Certificate in Computer Hardware Maintenance & Networking.  
(Ramakrishna Mission Shilpamandira Computer Centre, Belur Math, Howrah)

### **COMPUTER OTHERS SKILLS:**

1. MICROSOFT OFFICE.
2. OPERATING SYSTEM: WINDOWS ; INTERNET BROWSING.
3. TALLY SOFTWARE.

**STRENGTHS** - TEAM WORKING, GOOD FINISHER, ADAPTING QUALITY WITH THE CHANGING NEED.

**INTERESTS** - READING BOOKS, LISTENING MUSIC, TRAVELLING, PLAYING CRICKET & FOOTBALL.

## Work Experience :-

- ❖ **"ARYAN & ASSOCIATES"** (12, Bidhannagar Road, Muchibazar, Kol.-700067) as a **"Junior Accountant cum Clerk"** in **Accounts Department** (Data Entry and analysis on Tally & Excel) from **01.12.2017 to Present** .

## PERSONAL DETAILS:

Father's Name : Madan Pramanick  
Date of Birth : 11<sup>th</sup> April'1995  
Nationality : Indian  
Religion : Hinduism  
Cast : OBC-B  
Marital Status : Married  
Language known : Bengali - Fluently  
Hindi - Moderate  
English - Moderate

I hereby declare that all statement made in this application are true complete and correct to best of my knowledge.

DATE -20/05/2022

SIGNATURE



PLACE - Howrah

(SUPRIYA PRAMANICK)