

# CURRICULUM VITAE

## DIBYENDU NARAYAN GANGULY

26/A, RAJ KRISHNA STREET, FLAT: C/434  
RAJBARI APARTMENT  
P.O – UTTARPARA, DIST – HOOGHLY  
PIN CODE – 712 258  
WEST BENGAL



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### Professional Experience

- I worked in Anmol Biscuit Private Limited as an Oil, Crème and Marie Plat Supervisor from 2002 to 2004 with full responsibility.
- I worked in Tyre Corporation of India Limited (A Govt. of India Enterprise) as an Assistant (Pers. & Admin) also Personal Secretary to Director (Production) and CMD from 2006 to 2014 as a Junior Executive cadre.
- Presently I am working in BMR Commercial Private Limited as an Officer (Admin.) from 2014 month of April, receiving customer's calls and satisfy them, monitoring all Personnel and Admin related matters, managing customer's database and billing related jobs.

### Nature of Job done

- Maintaining of all Service Files i.e. Officers / Staffs and Workmen.
- Maintaining of all Departmental Files.
- Prepare Leave Calculation of all Officers / Staffs and Workmen.
- Handling Security related matters i.e. Attendance and Posting.
- Handling Company Medical related matters.
- Handling SC/ST and OBC related matters and GOI Question Answer.
- Look after Office Administration related jobs.
- Prepare Office Notice, Circular, Note Sheet etc.
- Look after Director (Production) and CMD's Office.
- E-Tender related matters.
- Billing related matters.

## Computer Skill

- Basic Computer Knowledge i.e. Words, Excel, Power Point, Internet 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 (Arts) from Calcutta University in the year 2001 with 42%.

## Personal Details

Fathers Name	:	Sailendu Narayan Ganguly
Date of Birth	:	July 08, 1978
Material Status	:	Married
Sex	:	Male
Nationality	:	Indian
Religion	:	Hinduism
Language Known	:	Bengali / Hindi and English
Employment Exchange ID	:	826/2022

## Interested

- Listen Music, Play Cricket and Football

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

- Date:

DIBYENDU NARAYN GANGULY