

KRISHNENDU SARKAR



Sr. EDP ASSISTANT

SKILL & EXPERIENCE

Over 1 Year of Experience in Industrial Relations & Administration Work at M/s Hindustan Construction Company Ltd. Mumbai as Junior Trainee Officer (Personnel / Human Resources / Labour Welfare).

- Saurashtra Pump Canal Pumping Scheme Project, Gujarat from June 2002 to December 2002.
- Kudankulam Nuclear Power Project, Tamil Nadu from December 2002 to June 2003

More than 18 Years Experience in Bluedart, Subsidiary organization as Sr. EDP Assistant (Electronic Data Processing, Data Entry & System Jobs)

WORK EXPERIENCE

JOB PROFILE

- ✓ Salary and Wages Administration
- ✓ Maintain Attendance & Leave Records,
- ✓ To Collect Report From Sub -Contractors and Prepare Daily Manpower Report.
- ✓ Looked After the Gate Pass for all Sub-contractors and Company Employees, House Keeping at Camp and Site,
- ✓ Arrangement & Accommodation for Employees, H.O. official at Sites.
- ✓ Liason with internal as well as External Customer.
- ✓ To Prepare PF Statements, Overtime of Workers and Attendance Card.
- ✓ Maintained Filling System as per ISO Norms

PERSONAL DETAILS

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✉ sarkar_krish@rediffmail.com

📖 8/10/1 Thakur Ramkrishna Lane, PO: Santragachi, PS – Chatterjeehat District – Howrah, Pin – 711104, WB.

Date of Birth: 4.08.1978

Father's Name: Sri Swapan Kumar Sarkar

IT SKILLS

Dos, Windows, VB, Foxpro, C, C++, Unix, BASIC And MS-Office From CMC Ltd. Kolkata.

EDUCATION

- Passed Secondary Examination, 1995 – 1st Division
- Passed Higher Secondary Examination, 1997 – 2nd Division
- Passed B.SC (Bio Sciencer) Calcutta University – 1999, 1st Division.
- Diploma in Personnel Management & Industrial Relations – 1st Division from National Institute of Labour Education & Management, Chennai.
- Complete Spoken English Course from British Institute, Kolkata.
- Knowledge in Stenography and Typing
- Completed Tally 7.2 (Financial & Inventory Software) from Tally Solutions (P) Ltd.
- Completed PG Diploma in Materials Management with 2nd Class (MBA) from Annamalai University, 2010.
- Completed B.B.L. (Bachelor of Business Law) 1st part from Annamalai University.

Declaration: I solemnly declare that all the aforesaid statements are true, complete and correct to the best of my knowledge and belief.