

RESUME

Srayasi Paul

D/O – Ranjan Kumar

Paul 1/192,

Naktala, Kolkata-700047

P.O – Naktala.

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EXPERIENCE SUMMARY:

Around 9 years of work experience in different industry verticals.

Strengths:

- Good aptitude for quick learning, strong commitment towards responsibilities assigned, ability to work well under high-pressure situations and develop solutions as an individual and as part of a team for various customer needs.
- Good communication skills and positive attitude to get along and work well with diverse teams.
- Pro-active in taking up multiple activities and flexibility to put in extra efforts to achieve success in all roles assigned.
- Excellent customer/client interfacing skills.

TECHNICAL SKILLS:

Operating Systems	Windows 7, Windows 11
Application Software	MS Office (Word, Excel, PowerPoint), PhotoShop Software
Programming Software	C,C++, Java, Python, PHP, Java Script, Visual Basic, Wordpress

EDUCATION:	
2011	Secondary Examination(MADHYAMIK) (Board – W.B.B.S.E)
2011-2014	Diploma Engineering In Computer Science & Technology(WBSCTE)
2015-2019	B.TECH/BE (AMIE IN COMPUTER SCIENCE & TECHNOLOGY)(IEI)
2022-2024	MBA IN BIG DATA ANALYTICS (MIZORAM UNIVERSITY)-Completed

EXPERIENCE:

Company Name	HINDUSTAN PAPER CORPORATION LIMITED
LOCATION(India)	Kolkata
DURATION	2014-2017
ROLE/ACTIVITIES	<p>As a team member, the role included the following:</p> <ul style="list-style-type: none">➤ System Support Executive (3 Years) – Manage day to day IT related activities➤ Managing & executing Engineering related operations.➤ Handling & Managing Customer Data, Inventory Data, Sales Data in Web Based Application.➤ Managing customer relations with daily Email follow ups and Electronic Fax Systems.➤ Handling & Monitoring Different HR related activities.

Company Name	DATA PRO PRIVATE LIMITED
LOCATION(India)	Kolkata
DURATION	2018-2019
ROLE/ACTIVITIES	<p>As an HARDWARE AND NETWORKING FACULTY, the role included the following:</p> <ul style="list-style-type: none">➤ Troubleshooting different network related issues for the company➤ Maintain Windows Server –Windows NT➤ Sharing & Transferring Hardware & Network Related knowledge➤ Delivering different corporate training & presentation➤ Presenting HW & NW Related Videos & animations before audience

Company Name	INSTITUTE OF MANAGEMENT STUDIES
LOCATION(India)	Kolkata
DURATION	2019-Till date
ROLE/ACTIVITIES	<p>As a Senior Technical Assistant , the role included the following:</p> <ul style="list-style-type: none"> ➤ Manage different office activities as ➤ Handling ERP monitoring System ➤ Handling daily ESSL Biometric System Activities ➤ Managing monthly account related activities & audits ➤ Monitoring All shifts classes through G-meet platform ➤ Handling Kent Attendance daily cloud system(Face attendance) ➤ Managing all the system related jobs ➤ Delivering class lectures for MSC COMPUTER SCIENCE & MSC MEDIA SCIENCE,BCA

OTHER DETAILS:

- Name: **Srayasi Paul**
- Father's Name: **Ranjan Kumar Paul.**
- Date Of Birth: **25-08-1995**
- Address: **1/192, Naktala,Kolkata-700047**
- Email Id: **sreyasipaul2024@gmail.com/paulsreyasiims@gmail.com/**
- Nationality: **Indian**
- Religion: **Hindu**
- Cast: **General.**
- Current Location: **Kolkata, India.**
- Contact Number: **(M)91- 9330111746**

I am hereby to declare that all the information furnished above is true and complete to the best of my knowledge and belief.

Place: Kolkata, WB
Date:

SRAYASI PAUL