

# CURRICULUM VITAE

## PERSONAL DETAILS

**NAME:** SANDIP DAS

**FATHERSNAME:** SANKARKUMARDAS

**ADDRESS:** B-8/22, KALYANI  
P.O & P.S-KALANI  
DIST- NADIA  
STATE- WEST BENGAL  
PIN- 741235

**DATE OF BIRTH:** 04.11.1988

**RELIGION:** HINDU

**NATIONALITY:** INDIAN

**MOBILE NO.:** 08617314361

**EMAIL:** [sanjuktadev520@gmail.com](mailto:sanjuktadev520@gmail.com)



## PROFESSIONAL QUALIFICATION

NAME OF EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MADHYAMIK	W.B.B.S.E.	2005	63.62%
HIGHER SECONDARY	W.B.C.H.S.E.	2007	56.20%
B.SC(BOTANY HONS)	THE UNIVERSITY OF BURDWAN	2010	53.37%
M.SC(BOTANY)	WEST BENGAL STATE UNIVERSITY	2012	59.22%

## COMPUTER PROFICIENCY

DIPLOMA IN OFFICE AUTOMATION & PUBLISHING (M.S.WORD, EXCEL, POWER POINT, BASIC FUNDAMENTALS)

## LANGUAGE KNOWN

CAN READ, WRITE AND SPEAK- ENGLISH, BENGALI, HIND

## EXPERIENCE

**1. COMPANY NAME-** PB HOLOTECH INDIA PVT. LTD.

**ADDRESS-** CB-70, SECTOR-1, SALT LAKE, KOLKATA-700064

**POST-** OFFICE ASSISTANT

**JOB RESPONSIBILITIES-** AS AN OFFICE ASSISTANT I AM PERFORMING ADMINISTRATIVE & CLERICAL SUPPORT TASK. I AM HANDLING THE INCOMING PHONE CALL & OTHER COMMUNICATION. MAINTAIN FILES, UPDATED PAPER & OTHER OFFICE WORK.

**WORKING PERIOD-** 05.04.2018 TO 30.05.2022

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**2. COMPANY NAME-** OVERSEAS MERCHANDISE INSPECTION CO. (OMIC) INDIA PVT. LTD.

**ADDRESS-** 17, CHITTARANJAN AVENUE, KOLKATA-700072

**POST-** OFFICE EXECUTIVE

**JOB RESPONSIBILITIES-** BACK OFFICE OPERATION, SUPERVISION, OFFICE COORDINATOR

**WORKING PERIOD-** 08.12.2022 TO 10.07.2023

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**3. COMPANY NAME-** ULUBERIA RURAL SOCIETY FOR CARE OF HEALTH & RESEARCH DEVELOPMENT

(URSCHARD)

i) CALCUTTA INSTITUTE OF TECHNOLOGY

ii) CALCUTTA INSTITUTE OF PHARMACEUTICAL TECHNOLOGY & A.H.S

iii) BHARAT TECHNOLOGY

iv) BHARAT PHARMACEUTICAL TECHNOLOGY

**ADDRESS-** BANITABLA, ULUBERIA, HOWRAH, WEST BENGAL- 711316

**POST-** OFFICE ASSISTANT CUM HR ASSISTANT

**JOBRESPONSIBILITIES-** ALL RESPONSIBILITIES DONE FROM HR DEPARTMENT & ANY OTHER OFFICE WORK SHOULD BE DONE GIVEN BY HIGHER AUTHORITY

**WORKINGPERIOD-** 21.11.2023 TO TILL DATE

## DECLARATION

*I solemnly declare that the above statements are true to the best of my knowledge and belief. I assured my best effort and sincerity towards the job assigned to me.*

*(Sandip Das)*