

CURRICULUM VITAE

PERSONAL DETAILS

NAME: SANDIP DAS

FATHERSNAME: SANKARKUMARDAS

ADDRESS: 273, NEW COLONY
P.O- HINDUSTAN CABLES
P.S- SALANPUR
DIST- PASCHIM BURDWAN
STATE- WEST BENGAL
PIN- 713335

DATE OF BIRTH: 04.11.1988

RELIGION: HINDU

NATIONALITY: INDIAN

MOBILE NO.: 08617314361

EMAIL: 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

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

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)