

SUBHABRATA SARKAR



Native Address:

**B-14/244, KALYANI
(P.O + P.S) – KALYANI,
DIST. – NADIA
PIN - 741235
WEST BENGAL**

Present Address:

**22F/3, GOPAL LAL
TAGORE ROAD,
BARANAGAR
(P.O+P.S): BARANAGAR,
KOLKATA – 700036
WEST BENGAL**

Contact No.:

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Date Of Birth : **11/07/1990**

Marital Status : **Married**

Pan No : **DPPPS0322A**

OBJECTIVE

- ❖ Play a responsible role in an organization where I'll get the opportunity to enhance my skills & or with full of challenges which will drive me to perform exceptionally in a progressive and competitive work culture.

KEY SKILLS

- ❖ Highly motivated, strong work ethics, effective leader, strong analytical capacity, good communicative skills, positive approach & strength, always smiling face with confident looks which are essential for best performance in any work.

EDUCATIONAL QUALIFICATION

- **Graduation** (on 2017) in BSc (General) in Physics-Chemistry-Biology (PCB) from Kalinga University, Raipur, Chhattisgarh.
- **Class 12th** (on 2009) from west Bengal council of higher secondary education (W.B.C.H.S.E).
- **Class 10th** (on 2006) from west Bengal board of secondary education (W.B.B.S.E).

STRENGTHS

- Honesty, Integrity, Dedication, Knowledge, Confidence, Punctuality.
- Able to handle multiple tasks simultaneously.
- Time management.
- Can deal with people nicely.
- Eager to learn new things & enhancing knowledge.

COMPUTER PROFICIENCY

- DCA (Diploma in Computer Application)
- Internship in Hardware & Networking

JOB EXPERIENCE

- ✓ Worked as a “**Back Office Staff**” (in **Casual/Contractual** basis) in “**Salt Lake Sub-Divisional Hospital**” at Salt Lake, Kolkata and in “**Health Care Nursing Home**” at Kalyani, Nadia, West Bengal since December, 2015 to February, 2019.
- ✓ Worked as an “**Associate – Back Office Executive**” in “**Tech Mahindra Limited**” and in “**Sun Knowledge Limited**” at Kolkata from August, 2019 to February, 2020.
- ✓ Working as a “**Back Office Co-Ordinator (Sales & Service)**” in “**Lifeplus Healthcare Pvt. Ltd.**” (An Indian manufacturing company of **Bio-Medical Instruments**) since August, 2020.

LANGUAGES KNOWN

- English
- Hindi
- Bengali

I hereby certify that all the information furnished above are true to my knowledge & belief & subject to verification by concerned authority.

SUBHARATA SARKAR