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| **SOUBHANIK CHAKRABORTY**  **Soubhanik.chakraborty1989@gmail.com**  **Scnh13@gmail.com**  Contact No- **7003437824** | **RESUME** |
| **OBJECTIVE** |
| To be a part of a primer organization that will help me realize the numerous applications of my practical knowledge and to be able to provide my best to the organization in return. |
| **7044597810** | **STRENGTHS** |
| * Strong learner and innovative. * Ability to lead and motivate colleagues. * Ability to deliver even in exigent conditions. * Ability to live and work in a group excellently. |
| *Correspondence Address* 1 No Bijoynagar,Naihati  P.O/P.S – Naihati,Pin: 743165  Dist. North 24 Parganas  West Bengal  ***Permanent******Address***  1 No Bijoynagar,Naihati  63_63  P.O/P.S – Naihati,Pin: 743165  Dist. North 24 Parganas  West Bengal  ***Personal Data***  Father’s Name: Kamal Chakraborty  Date of Birth: 25th November, 1989  Sex: Male  Caste : General  Nationality : Indian  Religion : Hinduism  Marital Status: Married  Languages: Bengali, Hindi,  English | **EDUCATION** |
| **ACADEMIC QUALIFICATION :** 2007 Passed Madhyamik Examination from W.B.B.S.E.2010 Passed Higher Secondary (Arts) from W.B.C.H.S.E.  * ***2016 Graduate ( Bengali Hrs ) From Netaji Subhash Open University***   **TECHNICAL EXPERIENCE :**    **Computer Knowledge :**   * **Operating Systems** : Windows –XP, Windows -7 * **MS Office** * **Tally ERP9** * **Internet (Mail, Download, Upload, Scan etc.)** * **Typing Speed 35 word per minute.** |
| **TRAITS & HOBBIES**   * Writing ( Poem, Story, Novel ) * Confident and Optimist, Committed and Sincere. * Interacting with people. * Listening music. * Traveling. * Driving.   **(Soubhanik Chakraborty)**  **Date :**  **Place : Naihati** | **PROFESSIONAL EXPERIENCE** |
| **KRISHI BHARATI**  ***Branch Manager*  *April 2009 – June, 2016***   * Supervise all area of operation including customer service, Human resources, Administression, Production and sales in North Bengal. * Manage Staff, Foster a positive environment and insure customer satisfaction and proper branch operation. * Maintained Good liaison between Head Office and Branch Office. * Data Entry all kind of Accounting & Inventory vouchers (Purchase, Sales, Receipt, Payment, Cash Book, Bank Book, BRS, Credit Note, Debit Note, Delivery Note, Purchase & Sales order etc.) Through **Tally ERP-9(Release A5.0).** * Maintained Godown through Tally ERP -9 & Manual. * Maintained Cash and Bank. * Analyzed, Examined and interpreted accounts record and recon tied report and financial data. * Preformed accounts receivable and payable. * Sales analysis on quarterly basis and presented to the management.   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **BRITTI PROSIKSHAN PVT. LTD**.  ***November 2016 to November 2017***  Working as a Training & Placement Coordinator   * Find out the recruiters and jobs * *Candidate Counseling & Career advisor* * *Center Coordinator to PAN India*   + *Center Visitor* * *Trainer Coordinator*   + *Training & Development* |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NSHM UDAAN SKILLS FOUNDATION PVT. LTD.**  ***November* *2017* *to July* 2018**  **Business Executive (Corporate Business Group)**   * Student Mobilization * Student Counseling & Career advisor. * Find out the recruiters and jobs * *Center Coordinator to PAN India* * Business Development     **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **BRAINWARE** **CONSULTANCY** **PVT**.**LTD**  ***July’2018 to till date***  **Operations Executive**   * Student Mobilization * Student Counseling & Career advisor. * Batch Uploading ( Govt. Portal) * MIS Maintain * *Trainer Coordinator* * Placement Assistance * Find out the recruiters and jobs |
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