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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.
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| *Correspondence Address* 1 No Bijoynagar,Naihati P.O/P.S – Naihati,Pin: 743165Dist. North 24 ParganasWest Bengal***Permanent******Address*** 1 No Bijoynagar,Naihati63_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, 1989Sex: MaleCaste : GeneralNationality : IndianReligion : HinduismMarital 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.**
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| **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*
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****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

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* Student Counseling & Career advisor.
* Batch Uploading ( Govt. Portal)
* MIS Maintain
* *Trainer Coordinator*
* Placement Assistance
* Find out the recruiters and jobs

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