

RESUME



MR. SWARUP SEN

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Address :

140, Sarat Bose Road

PO- Rabindra Nagar

Dum Dum Cantonment

Dist- 24 Pargana (North)

Kolkata, West Bengal

Pin- 700065

Father' name :

Late Asim Kumar Sen

Date of Birth

:02.01.1981

Nationality : Indian

Marital Status: Married

Language Known

Bengali, English, Hindi

Hobbies

Listening Music; Reading books,

OBJECT

To make myself an indispensable person in an organization with sincerity, hard work and determination. The ultimate goal is to increase the growth of organization with my effective contribution.

EXPERIENCE

From November, 2006 I am working with **Rajeshwari Event Management** as a **Senior Office Assistant & Event Executioner**.

Responsibilities:

- Full Databases (Client Details) Management for every event and Internet Searching for new data. & also keeping the update report of the Database.
- Word processing maintain MIS using Microsoft word, Excel and letter outings through Mail Merge, Scanning & Data Entry.
- Personal visiting and e-mailing to Customers for every event and maintain public relation and also doing Tele calling.
- Update report maintaining by package system.
- Handling & keeping the record of billing and accounting of each event.
- Assist in event planning scheduled and implementation.
- Perform errands that assist daily functions: post office, bank, Staples, Cash handling etc.
- Keep communication with press agency.
- Complete Event Execution.
- Promotional Correspondence.
- Maintain reports from marketing personnel on regular basis.
- Maintain all type of register copies and daily reports.
- Maintain office files and storage systems.

From July, 2004 to November, 2006 I've worked with **Boockland** as a **Clerk cum Office Assistant**.

Responsibilities:

- Data entry and word processing & taking the dictation of all records.
- Filing and organizing information & records.
- Maintain the data using Microsoft Word, Excel.
- Handle billing and accounting.
- Type all the documents & update the Package System.
- Taking all messages.
- Work to support other office staff.
- Provide customer support.
- Answer phone calls.

ACADEMIC CARRER

- Completed **Graduation** (B.A. Hons.) from the Calcutta University in the year 2002
- Completed **Higher Secondary** Examination from West Bengal Council of Higher Secondary Education in the year 1999
- Completed **Madhyamik** Examination from West Bengal Board of Secondary Education in the year 1997

COMPUTER PROFICIENCY

- Completed Certificate course in Windows 98/ XP, MS Office 2000, FoxPro, Internet and Email from “Enter Computer Center” (Govt. Certified), in the year 2003-04, Kolkata.

PROFESSIONAL QUALIFICATIONS

- Complete **Certificate Course on Typing and Shorthand on English** from Ghosh Commercial Institute, Kolkata.

Speed:

- Typing 45 words per minute.
- Shorthand 100 words per minute.

Date: _____

Swarup Sen