***Curriculum Vitae.***

|  |  |  |
| --- | --- | --- |
| **A) Personal Details:** |  |  |
| 1) Name | : | **PARTHA SARATHI BASAK.** |
| 2) Address | : | 6/1, Gopi Krishna Paul Lane,  P.O.: Beadon Street,  (Near Jorabagan Police Station)  Kolkata – 700 006. |
| 3) Email ID | : | [parthasarathibasak@yahoo.com](mailto:parthasarathibasak@yahoo.com) |
| 4) Phone Nos. | : | 99031 55604 / 94324 58326 |
| 5) Father’s Name | : | Late Kali Charan Basak. |
| 6) Date of Birth | : | May 13, 1966. |
| **B) Qualifications:** |  |  |
| 1) Educational | : | B. Com. in the year 1992 from the University of Calcutta. |
| 2) Professional | : | Stenography speed – 100 words per minute.  Typing speed – 40 words per minute.  Knowledge of Computer:   |  |  |  | | --- | --- | --- | | Operating system | Windows XP and 2007 | MS Dos | | Package | MS Word | WordStar | |  | MS Excel | Lotus 123 | |  | MS Power Point |  | |  | Email & Internet |  | |  |  |  |   Knowledge of handling other Office Equipments:  Electronics Typewriter, Manual Telex, PBX 5 + 20 Telephone Extension Cord Board. |

**C) Job Profile:**

I am well versed in the following jobs:

* Taking dictation and typing in computerized environment.
* Preparation of various Comparison Sales Statements (Monthly Target vs. Achievement, previous Year vs. current Year) and Monthly Sales Report thereon (with graphical presentation) for submission to the apex body.
* Preparation of Branch-wise Monthly Sales Projection / Target and Branch-wise Annual Sales Budget (Volume & Value-wise) with the help of higher officials.
* Arrangement of Monthly Sales Meeting and preparing Minutes of the same.
* Arrangement of Sales Tour.
* Preparation of ISO Departmental Documentation (Maintaining of records Sales vs. Quality Complaints, Despatches vs. Transport Claims, Arrangement of ISO Meetings and Preparation of Minutes of the same, etc.).
* Arrangement of various Meetings of Limited Company (Board Meetings, Annual General Meeting) and preparation of Minutes thereof.
* Preparation of various Techno-Commercial Statements / Documents for bank, export and import, tender etc.
* Preparation of Financial Schedules / Statements, Final Accounts, Audit Reports, Secretarial Report as per the advice of higher authorities / Company Secretary / Auditor.
* Filing, attending phone calls and visitors and others miscellaneous jobs.

|  |  |  |
| --- | --- | --- |
| **D) Present Employment** | : | As a Steno-Secretary to Finance Department of a heavy vehicles dealer of Tata Motors Limited, Kolkata since May 27, 2010. |
| E) Previous Employments | : | 1. As a Steno-Secretary to Director (Technical & Marketing) of M/s. Conveyor & Ropeway Services Private Limited, a reputed ISO 9001: 2000 Engineering Company, at 75C, Park Street, Kolkata – 700 016 since March 04, 2008 to May 21, 2010. 2. As a Steno-Secretary to Executive Director (Finance & Commercial) of M/s. Kingsley Industries Limited (an ISO 9001: 2000 Engineering Company) at 7, Chittaranjan Avenue, Kolkata – 700 072 since June 17, 2003 to February 29, 2008. 3. Before the above, worked as a Steno-Secretary to Head - Sales & Marketing of M/s. Chandras’ Chemical Enterprises Limited, an industrial adhesives manufacturing unit of P C Chandra Group, at P-35, C I T Road, Kolkata – 700 014 [ISO 9001 (2000 Version) Company] since August 01, 1997 to June 07, 2003 4. i) Before this, I was Assistant to Partner of M/s. H M Majumdar & Co. (Chartered Accountants) at 8, Old Post Office Street, Kolkata – 700 001 since March 01, 1989 to July 31, 1997.   ii) Part-time Stenographer to an Advocate at Dum Dum Park since June 1996 to August 1997, besides working as Assistant to Partner of the above Chartered Accountant Company.   1. My first assignment was General Assistant to M/s. Beharilal Dey Private Limited, a trading company, at P-32 & 33 India Exchange Place, Kolkata – 700 001 since September 19, 1986 to February 28, 1989. |
| **F) Reference** | : | 1. Mr. Ashoke Kumar Dutta   Partner of M/s. H M Majumdar & Co. and  Professor of City Group of Colleges  Res.: 43, Naktala Lane,  Kolkata – 700 047.  Phone No.: 2411 1062.   1. Mr. B. K. Nundee   Dy. Managing Director,  P. C. Chandra Group,  P – 37A C. I. T. Road,  Kolkata – 700 014.  Mobile: 98310 38966. |