


Curriculum Vitae

Debika dey

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|---|--|
| Career Objective | |
|  | <p>9 HIMANGSHU MOHAN CHAKRABORTY ROAD, Kolkata : 700108, West Bengal, India</p> <p>Phone: - +91 9874273337.</p> <p>Email: - debikady@rediffmail.com</p> |

I am looking for job opportunities where I can use my education and develop professional skills to carve a niche in professional field.

Professional Summary

PREVIOUS Organization: OVERSEAS AGROTECH INDUSTRIES LIMITED.

Designation: FRONT OFFICE EXECUTIVE

Duration: NOVEMBER, 2011 TO MAY, 2012.

PREVIOUS ORGANIZATION : A.I.M "ART ILLUMINATES MANKIND"

Designation: OFFICE ASSISTANT & PROJECT CO-ORDINATOR.

Duration: JUNE, 2012 TO April 2013

PREVIOUS ORGANIZATION : amrit somani memorial center

Designation: OFFICE ASSISTANT

Duration: April, 2013 to November, 2013

PREVIOUS Organization: KSB PUMPS LTD (Under The Job Role of Ranstad India Ltd).

Designation: FRONT OFFICE EXECUTIVE

Duration: JULY, 2014 TO April, 2018.

last Organization: BUREAU VERITAS INDIA LTD (Under The Job Role of Germicide).

Designation: FRONT OFFICE EXECUTIVE

Duration: April, 2018 TO October 2018.

JOB DETAILS

Job Details- 1) Maintaining all the files manually & computer basis. 2) Various Data entry on Excel sheet. 3) Prepare & maintaining all bills 4) Net serve. 5) Receiving mails. 6) Maintain relation through mailing all the clients. 7) Receiving Calls & calling all the clients. 8) Maintain office rules.

Educational Background

| Degree | University/ Board | Division |
|--------------------------|---|----------|
| Madhyamik | West Bengal Board Of Secondary Education | 2ND |
| Higher Secondary | West Bengal Council Of Higher Secondary Education | 2ND |
| B.A. (HONS) SOCIOLOGY | CALCUTTA UNIVERSITY | 2ND |

COMPUTER SKILLS

Microsoft Office (Word, Excel & Power Point), Internet and Email.

Personal skills

- Ability To Learn Quickly.
- Focused.
- Good Observer & Listener.

Extra -curricular activities

- PAINTING & DANCING.

Personal Information

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|-------------------------|---|
| Date of Birth: | 31ST OCTOBER, 1987 |
| Sex: | Female |
| Marital Status: | Married |
| Languages Known: | English, Hindi, Bengali |
| Hobbies: | Listening to Music, Travelling |
| Strengths: | <ul style="list-style-type: none"> • Ability to grasp and learn things quickly. • Innovative and flexible in attitude. • Systematic and organized way of working. • Good analytical skills. |

declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the accuracy of the above-mentioned particulars.

Date:

Place: Kolkata

(DEBIKA DEY)