**CURRICULUM VITAE**

**SUBIR DAS**

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**OBJECTIVE**

To apply and develop my skills and abilities in the field of Information and Document management thereby achieving both self and organization goals.

**MY STRENGTH**

* Handling all incoming documents other communications.
* Creating, maintaining, and entering information into databases through proper tagging.
* Managing filing system offline and digital.
* Recording information as needed.
* Catering to information and document needs in time of need.
* Internet Search / Archive search on various information portals
* Scheduling meetings and appointments
* Performing General Office Duties.
* Coordinating events as necessary.
* Maintaining office equipment/IT Tools/ Software as needed.
* Internet & Database search/retrieve and preparation of statement giving required information.
* Maintaining Database
* Offering Technical Support (IT) and IT Backup.
* Updating of software packages on regular basis
* Correspondence handling
* Social Networking
* Communication with different external stakeholders
* Knowledge of Mediclaim processing

**ACADEMIC QUALIFICATION**

* Passed B.Sc. (Combination - Physics, Chemistry, Mathematics) from Calcutta University in 1996

**PROFESSIONAL QUALIFICATIONS**

* Completed DNIIT - (Advance Certificate in PC Application (APA), Honours Diploma in Network Centred Computing (HNC) and Web Centric Computing) from NIIT, New Delhi.
* Completed course on English language from British School of Language, Delhi.
* Completed the Capital Market (Dealers) Module of the NCFM on July 06, 2012
* Completed the “NISM Continuing Professional Education for Equity Derivatives” of NISM
* Completed the "NISM-Series-VII, Securities Operations and Risk Management Certification Examination"

**WORKING EXPERIENCE**

Presently working with **Eureka Stock & Share Broking Services Ltd,** Kolkata as an Assistant Manager – Administration & H. R. w. e. f. 09th December, 2020 to till date.

**Job Responsibilities with E. S. & S. B. S. Ltd (Marketing/H. R.)**

For Marketing Department:

* Managing Management Information System (MIS) with the help of different software packages e.g. InvestWell (Mutual Funds), SAIBAOnline (Insurance) etc.
* Preparing Bond Quotes, Bonds Entry, Sourcing Cost Verification
* Coordination with different Vendors and Buyers
* Various data entry and coordination for National Pension System (NPS), [Sovereign Gold Bond Scheme](https://sbi.co.in/web/personal-banking/investments-deposits/govt-schemes/gold-banking/sovereign-gold-bond-scheme-sgb) (SGB), Initial Public Offerings (IPOs) etc.

For Human Resource Department:

* Managing Employees attendance software SAVIOR (Time Office Software) and generating reports on a daily basis.
* Sourcing and Shortlisting the right candidates for Interview.
* Explaining Job Description over the phone
* Coordinating interview Schedule
* Issuance of Appointment Letter to the candidate and do other HR related tasks e.g. issuance of Attendance Punching Card, Introduction to Company Profile, conducting Exit Interview etc.

**Past Experiences**

* Worked with **MOUNT INTRA FINANCE PVT. LTD.** Kolkata as “Office Assistant – IT Support” w. e. f. 1st April, 2017 to 15th November, 2020.

**SAME GROUP OF COMPANIES**

* Worked with **DALMIA SECURITIES PVT. LTD.** Kolkata as an “Office Assistant- Equity Research” w. e. f. 16th March 2006 to 31st March 2017.
* Worked with **PLANMAN I:T.E.S PVT. LTD.** Delhi as Project Executive w.e.f. 16th September 2004 to 28th February 2006.
* Worked with **TECHBOOKS ELECTRONIC SERVICES PVT. LTD.** Delhi as a Programmer w.e.f. 16th April 2001 to 31st August 2004.

**KEY SKILLS**

Office Management, Communication (online/offline), Database Management, Tex/ Latex, Fine Reader, Type Setting Work, Scanning, Internet Searching, Maintaining Database

**COMPUTER KNOWLEDGE**

MS-Office, Internet, CapitalineNEO, Software Installations, ScanSnap SV600 etc.

**PERSONAL INFORMATION**

FATHERS NAME : Mr. A. R. Das

DATE OF BIRTH : 1st July, 1975

LANGUAGE KNOWN : English, Hindi, Bengali

MARITAL STATUS : Married

GENDER : Male

ADDRESS : C/O Amiya Ranjan Das

 Old Hospital Para, Ward no. 22,

 Po. Uluberia, Dist. Howrah

 Pin 711315, W. B. (KOLKATA)

Date : (SUBIR DAS)