



# INDRANIL PAUL

Clerical & Multitasking Job

## Employment History

### **Multitasking job at Ganesh Gold & Silver Refining & Testing Centre. Kolkata.**

May 2007 - January 2012

Maintaining laboratory. Records of metal testing reports, Submitting the same to higher management on daily basis, Management customers purchase and sell the metal .

### **Office clerk & junior admin IAMS (Institute of Advanced Medical Studied Pvt. Ltd) Kolkata.**

February 2012 - March 2017

All type of back office , front office, Field job, Banking works, Helping counselling and back office team. Marketing all medical college, Data collecting. College annual program attending. Tea & Coffee making & serving, Book distribute, Class room arranging. Taking students attendance.

### **Office executive clerk at PRABHAT ENGINEERING SERVICES PVT. LTD . (Made Easy).Kolkata.**

April 2017 - May 2020

Back office work, Field work, Students Fees Collections, Banking works, attending phone calls, helping front office and management staffs, maintaining files and books, purchases office stationerys, Marketing all engineering in kolkata. Collecting data from engineering colleges.

### **Billing executive & front office clerk at TECHNO GLOBAL SUBODH MITRA CANCER HOSPITAL. Salt lake . Kolkata.**

September 2020 - September 2022

Back office and front office job. IPD & OPD patient registration, patient file updating, Patient admission & discharge, COVID-19 vaccination process, paymentscollection, and Submitting the collected cash to accounts department on daily basis.

### **Office clerk & multitasking job at AAKASH EDUTECH. Kolkata.**

October 2022 - October 2024

Perform multiple responsibilities on a day to day basis some of the common duties, back office and front office works, files arranging, data entry, helping front office and marketing staffs, banking works, tea coffee making and serving, also doing field work like leafleting, postering, promote courses plan and teachers and others informations in all medical colleges. Attending college annual program with a canopy stall.

## Details

10, Sarat Chatterjee Road, Lake Town, Kolkata-700089.

India.

9038227001

indranilpaul0738@gmail.com

## Date / Place of Birth

20th February 1984 Kolkata.

## Nationality

Indian.

## Skills

Basic operating computer.

Computer hardware.

Good communication.

Ability to work in a team.

Customer service.

Effective time management.

## Languages.

Bengali \* \* \* \* \*

English \* \* \* \* \*

Hindi \* \* \* \* \*

## Education

Bachelor of Arts. St, Pauls Cathedral Mission College, Kolkata.

Year of 2006.