

RESUME

+ 91 – 8910401235
✉rajeev.dey4@gmail.com

B/3/A, Laxmi Narayan Colony,
P.O-Naktala, P.S-Netaji Nagar, Garia,
Kolkata, Pin- 700047,
West Bengal, India

Rajiv Dey



CAREER ASPIRATION

- Result driven individual, seeking assignments in human resource/admin position where my professional experience and education will allow me to make an immediate contribution as an integral part of your progressive company
- I aim to utilize proven people-oriented skills to develop and promote a positive working environment in your as well as in other organization wherever selected

SYNOPSIS

- ☯ Successfully completed PGDBM with dual specialization in Human Resource Management & Marketing Management from IISWBM, Kolkata and now seeking for a human resource/admin job with a zeal to excel in any field wherever applicable.
- ✍ Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extracurricular areas.
- ✍ Confident & hardworking individual with Quick learning and implementing capability.
- ✍ Team member and motivator as well with "Team work" approach towards achievement of collective goals.
- ✍ Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
- ✍ Been proactive and focused as a student. An effective planner with strong and good reasoning skills.

SCHOLASTICS

- ↻ PGDBM with dual specialization in Human Resource Management & Marketing Management from IISWBM, Kolkata in 2015 with 55% Marks
- ↻ BBA from DAITM, Kolkata under the aegis of W.B.U.T, in 2012 with 65% Marks
- ↻ 12th from BDML Kolkata, under the aegis of C.B.S.E, in 2009 with 60% Marks
- ↻ 10th from BDML Kolkata, under the aegis of C.B.S.E, in 2007 with 57% Marks
- ↻ Member of C.I.M.A

JOB EXPERIENCE

☉ UNIT TRUST OF INDIA,
INFRASTRUCTURE
TECHNOLOGY &
SERVICES LIMITED (Govt.
Of India Company), "Pan
Card Division purely on
temporary basis"

- ✓ Designation : OFFICE ASSISTANT/ DATA ENTRY OPERATOR
since 2013 till present
- ✓
- ✓ Location : Kolkata
- ✓
- ✓ Job Profile : Data Entry Operating, Back Office

Handling & all other official works

CAREER INTERESTS

- ↻ Human Resource
- ↻ Administration
- ↻ Back Office

- ↻ Corporate Communication
- ↻ Data Entry
- ↻ Public Relations

TRAININGS UNDERTAKEN

- ☉ Institution : Youth Computer Training Institute, Govt. of West Bengal
- Project Title : Diploma in financial accounting system with grade A
- Location : Kolkata

SKILL SETS

- ↻ Proficient in **Windows** 2007, 2013 & XP
- ↻ Proficient in **MS - OFFICE** 2000, 2003 & 2007 (Word, Excel, PowerPoint, Outlook)
- ↻ Internet Proficient

EXTRA CURRICULAR ACTIVITIES

- ✓ *Winner of inter school football tournament at higher secondary level*
- ✓ *Winner of intra school quiz competition at secondary level*

PERSONAL DOSSIER

Date of Birth : August 12, 1990

Marital Status : Single

Sex : Male

Language :
↻ English,
↻ Bengali
↻ Hindi

Interests : Playing Football & Cricket, Listening to Music, Internet Surfing, Reading Books, Traveling.

References : Available upon request

Date :

Signature

Place : Kolkata

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