**Resume**

**OBJECTIVE**

* To love work I do and give my best to the organization I belong to.
* To utilize any opportunity that comes across and proves my competence. To give my best always and prove myself as an asset to the organization and to rise on the basis of merit.
* To use my knowledge and competency to work as a key person in a Reputed Service Organization. To add value to the organization that will help me realize the numerous applications of my theoretical knowledge and provide consistent customer service. Believing that good team leadership and a hands-on approach to management brings increased standards and profits.

**STRENGTHS**

* Over 18 years of extensive experience as an Executive Assistant, Front Office, Administration, Client servicing.
* Ability to lead and motivate team members.
* Ability to live and work in a group excellently.
* Good personal relationship skills.
* Optimistic and persistent even under adversity.
* Sincere and Hard working attitude
* Punctual and patient

**PERSONAL INFO**

NAME ANIRBAN CHAKRABORTY

ADDRESS White Meadows, Block 2, Flat 4B, 1529 Dwarir Road

Dakshin Jagaddal, Rajpur, Kolkata – 700151, West Bengal

Pin 700151

DOB 19.11.1977

Mail ID [chakraborty.anir@gmail.com](mailto:chakraborty.anir@gmail.com)

Mobile 8334949988 / 9830059578

Religion Hindu

Father’s Name Late Sri Ashim Kumar Chakraborty

Hobbies Traveling, PR, chatting, Music, Browsing

Nationality Indian

Languages known English, Hindi, Bengali

Marital status Single

Computer Knowledge MS OFFICE (Word, Excel…etc), Internet, Browsing

**Educational Qualifications**

* Passed 10th from C.B.S.E Board in the year 1993 scoring 56% marks
* Passed 12th from C.B.S.E Board in the year 1995 scoring 60% marks
* Diploma in Computer Applications from JCC College, under Govt. of India.
* DOEACC A level
* Diploma in civil draughtsman ship from George telegraph training institute in the year 1998.
* **Passed Diploma in Hotel Management and Catering Services From MSHM – Calcutta – Specialization in Front Office Department in the year 2002 scoring 93% marks**.

**Work Experience**

1. **GOLDEN PARK – KOLKATA -** Done training in the Quality Inn Golden Park Hotel for 6 months and got job over there as Front Office Assistant – Handling front office and guest relation – 2002 Jan to 2003 September.
2. **PEERLESS INN – KOLKATA** - Worked as Senior Front Office Executive in Peerless Inn, Kolkata - Handling Front Office and guest relation – 2003 September to 2004 September.
3. **GORSIA HANDICRAFTS & DESIGNS PVT LTD – KOLKATA** - Worked as Executive Assistant to the MD and Administrator in Gorsia Handicrafts and Design Pvt. Ltd – Handling all types of personal works to MD including travel plans of MD and family, filings, client meetings, staff management, indoor – outdoor meetings etc etc – 2004 October to 2005 December .
4. **NSHM – KOLKATA** -Worked as Front Office Executive in NSHM Academy, Calcutta – 2 months.
5. **INTRASOFT TECHNOLOGIES PVT LTD – KOLKATA** - Worked as Executive Assistant to the MD in Intrasoft Technologies Pvt. Ltd.(123greetings.com) - Handling all types of personal works to MD including travel plans of MD and family, filings, client meetings, staff management, indoor – outdoor meetings etc etc – 2006 February to 2007 December.
6. **ACCORD CAPITAL MARKETS PVT LTD – KOLKATA** - Presently occupied in Accord Capital Markets Ltd. As an Executive Assistant to the MD - Handling all types of personal works to MD including travel plans of MD and family, filings, client meetings, staff management, indoor – outdoor meetings etc etc – still working from December 2007.

**DECLARATION**

I am looking for a good break and opening so that I can give my best to my dream job I am looking for in better organization where I can apply and prove all my experience. Rest of my abilities I can tell at the time of interview.

**Date – 11.05.2023**

**Place - Kolkata**

**Anirban Chakraborty**