

RESUME



CONTACT

7003007959

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142/1 J.N GUPTA LANE, GOALA
PARA, BAIDYABATI,
HOOGHLY-712222

EDUCATION

- **GRADUATION** SEPTEMBER, 2016
SERAMPORE COLLEGE (UNIVERSITY OF CALCUTTA)
B.sc General (44.44%)
- **HIGHER SECONDARY (12TH)** MAY, 2013
BAIDYABATI BANAMALI MUKHERJEE INSTITUTION
Arts (56.60%)
- **MADHYAMIK (10TH)** MAY, 2011
BAIDYABATI BANAMALI MUKHERJEE INSTITUTION
All Compulsory Subjects (48.50%)

COMPUTER PROFICIENCY

- Certificate In Information Technology Application (CITA)
- Basic Computer Knowledge
- Basic Microsoft office uses

SKILLS

- Computer Typing Knowledge
- Performance Management
- Workforce Management
- Problem-Solving

LANGUAGES

- Bengali (Fluent)
- English (Intermediate)
- Hindi (Basic)

SUBHOJIT SAHA

PERSONAL PROFILE

FATHER'S NAME : SADANANDA SAHA
MOTHER'S NAME : ARUNA SAHA
DOB : 18/03/1995
GENDER : MALE
MARITAL STATUS : UNMARRIED
NATIONALITY : INDIAN
HOBBIES : PHYSICAL EXERCISE, RUNNING, MAKING HANDCRAFT,
LISTENING AUDIO STORIES AND COOKING.

CAREER OBJECTIVES

SEEKING A POSITION IN AN ORGANIZATION WHERE MY SKILLS AND ABILITIES CAN BE CREATIVELY UTILIZED TO ADD VALUE TO THE ORGANIZATION AND TO ATTAIN PROFESSIONAL GROWTH AND BEING COMPETENT, INNOVATIVE AND RESOURCEFUL.

WORK EXPERIENCE

- **Manager** SEPTEMBER, 2023 - PRESENT
Rumeli Caterer, Baidyabati
 - Maintained up-to-date records of employee attendance, vacation requests.
 - Accounting, labour management and event management.
- **Assistance Admin** APRIL, 2022 - JULY, 2023
Budapest Traders Pvt.Ltd.
 - Greeted visitors at reception area and provided assistance as necessary.
 - Helping in drafting and typing letters, maintain customer KYC, communication with customers, banking work and others office work.
- **Cyber Cafe Assistant** NOVEMBER, 2018 - FEBRUARY, 2022
Galaxy Cyber Cafe, Baidyabati
 - Checked emails regularly and responded promptly to any inquiries from customers.
 - Assisted in troubleshooting and resolving issues with computers, printers, and other hardware.
 - Greeted guests with friendliness and professionalism.
 - Inspected equipment daily to identify any needed repairs or upgrades.
 - All type off online work, print out, lamination, photo copy etc.

REFERENCE

Mr. SAMAR NAG <i>Rumeli Caterer</i> Phone: 9433211013	MR. TAPAS KOLEY <i>Budapest Traders Pvt. Ltd.</i> Phone: 9903919675 Email : tapas9975@gmail.com	Mr. SANJOY KUMAR DEY <i>Galaxy Cyber Cafe, Baidyabati</i> Phone: 7980547700 Email : galaxycafe.baidyabati@gmail.com
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DECLARATION

I UNDERSIGNED SUBHOJIT SAHA HEREBY DECLARE THAT THE DETAILS GIVEN ABOVE ARE TRUE TO MY KNOWLEDGE AND BELIEF.

Date :

Place :

Signature