**CURRICULUM ACVITAE**

Name: Mr Krishnendu Sarkar

S/o: Mr. Hiranmay Kr. Sarkar

Permanent Address: Keshabnagar,

P.O Cossimbazar raj,

Dist.-Murshidabad ,pin742102

West Bengal

Date of Birth: 02/01/1979

Contact No: 9434085155

 Educational Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Name of the degree | Name of the University/Institute |  |
| 1 | Graduate (Bachelor of Arts) | Calcutta University |  |
| 2 | 12th standard | West Bengal Council of Higher Secondary Education |  |
| 3 | 10th standard | West Bengal Board of Secondary Education |  |
|  |  |  |  |

Career Summary

Organization  : Sahara Credit Co-Operative Society Limited.

Duration : april2004 –till now

Title : Sr Exe. Officer

Work Details : \*Making daily report using Visual Foxpro and Excel and Responsible For Handling And Analysing

 Data, Preparing Records, Maintaining Files.

 \*look after bank reconciliation of all franchisee under region office.

 \*look after Region Administrative work .

 \*Sometimes handling the cash counter.

\*As a representative of regional office look after the franchisee offices.

 \*Sometimes handling the customer.

 \*Sometimes motivating the field workers.

 \*Organize official meetings or conference.

Organization  : LALBAGH PWD

Duration : December 2002 – March 2004

Title : COMPUTER OPERATOR(contractual)

Work Details : Look after all computer work.

Co-Curricular Activities

* ‘O’ LEVEL PASSED
* Diploma in computer
* Civil Defence
* St. John Ambulance Association

**Declaration:-**

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief .

Date: 22/01/2023

Place: Kolkata, West Bengal Krishnendu Sarkar\_

 (Signature)