**CV**



**Aparna Dey**

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**Permanent & Present Address -**

**Alipur East Road,**

**Kolkata – 700049 , West Bengal.**

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**Working Experience**

**From 1/6/2024 to till now.**

**Post - Office Assistant.**

**New Tiny ToT (Nursery & KG) School,Nimta,Kolkata – 700049, West Bengal.**

**Professional Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Institute** | **Passing Year** | **Grade** | **Percentage** |
| **Diploma in Office Administration** | **NILEM, Chennai, Tamil Nadu.** | **2024** | **A** | **68%** |

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **University / Board** | **Passing Year** | **Grade** | **%** |
| **MA (History)** | **N.S.O.U** | **2023** | **A+** | **75%** |
| **BA Honours (History)** | **N.S.O.U** | **2019** | **A** | **67 %** |
| **Uccha Madhyamik** | **Rabindra Mukta Vidyalaya** | **2015** | **A** | **72 %** |
| **Madhyamik** | **WBBSE** | **2013** | **A** | **72%** |

**Computer Skill & Language**

**\*Tally Financial Accounting Program - Tally. ERP9, GST, Budget, PF, ESI, TDS, Payroll.**

**\*MS-Office 2007- Windows Vista, Word, Excel, PowerPoint, Visual FoxPro.**

**\*English proficiency level- Limited working proficiency.**

**\*Bengali proficiency level- Full professional proficiency.**

**PTO**

**Personal Information**

**D.O.B. - 26/05/1981, Married, Blood Group – “A” Positive.**

**Place : Kolkata \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**