



CONTACT ME



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09.05.1992



14/1 SHIBTALA LANE
BHADRAKALI, UTTARPARA
HOOGHLY, PIN - 712232



EDUCATION

**PRASANTA CHANDRA
MAHALANOBIS MAHAVIDYALAYA**
BACHELOR OF COMMERCE
2010 - 2013

UTTARPARA GOVT. HIGH SCHOOL
HIGHER SECONDARY IN COMMERCE
2008 - 2010

UTTARPARA GOVT. HIGH SCHOOL
MATRICULATION
1998 - 2008

HOBBIES

Playing Football
Reading Books
Recitation
Listening Music

DIBYAJIT GHOSH

PROFILE

Proven track record of maintaining efficient office operations, Expertise in scheduling and coordinating meetings, managing travels, E-Tendering, Detail-oriented team player with strong organizational skills. Handles multiple works simultaneously with a high degree of accuracy, Hardworking team player with expertise in completing various clerical tasks and offering staff support with little to no supervision. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

JOB EXPERIENCE

JBL ENTERPRISE SENIOR OFFICE ASSISTANT

2023 - Present

Completed clerical tasks such as filing, copying, and distributing mail
Interacted with customers by phone, email, or in-person to provide information
Delivered clerical support by handling a range of routine and special requirements
Specialized in e-tendering processes for Indian Railways projects
Organized events and meetings to maximize capacity and keep event venues running smoothly
Assisted with financial management
Ordered office supplies and kept office stocked with needed resources to operate smoothly
Scheduled and coordinated travel arrangements for office staff members
Created purchase orders, invoices, challans and tracked invoices, challans to avoid missed or delayed shipments
Managed daily data entry and kept clerical information accurate and up-to-date
Prepared and edited documents to produce precise, accurate, and professional communication
Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff
Assisted with onboarding of new employees
Reviewed files, records and other documents to obtain information to respond to requests
Created and maintained detailed records of all office activities
Collaborated with various departments to complete assigned tasks

SKILLS

TALLY ACADEMY (LILUAH BRANCH)

Diploma in Tally Financial Accounting Program (DTFAP).

Nov, 2023 - Aug, 2024

YOUTH COMPUTER TRAINING CENTRE, GOVT. OF WEST BENGAL

Diploma in Information Technology Application (DITA).

Jul, 2016 - Aug, 2017