Tathagata Talukdar

483, Flat -2C, Krishnabithi Apartment

Garfa Patwari Para, Kolkata - 700078

**Phone:** 8334988610, 8478941168 **Email:** tathagata021@gmail.com

**Career Objective:**

To work with a dynamic organization where I can learn, adopt and apply new ideas and concepts, both for organizational benefit and personal career growth.

**Academic Qualification:**

1. BCom from Calcutta University in 2007
2. Higher Secondary from WBCHSE Board in 2004
3. Madhyamik from WBBSE Board in 2002

**Professional Qualification:**

1. Desk Top Publishing Diploma from Computer Training Institute State Youth Centre, Kolkata in 2011.
2. Financial Accounting diploma from CMC, Kolkata in 2008.

**Work Experience:**

**Computer Operator**

Mitra SK Pvt. Ltd. Udayan Lab, Kolkata

Duration: 1 year 2 months (19.10. 2020 to 30.11.2021)

**Job responsibility:**

* Preparation of Report File System (RFM)
* Data Entry in Input Information System (IMS)
* Mainting the file system.

**Computer operator cum Office assistant**

Sus Polymers Private Limited, Kolkata

Duration: 6 years 7 months (06.01.2014 to 14.07.2020)

**Job responsibility:**

* Preparation of Tax Invoice/Bill
* Communication System Management
* Back-up work relating to GST

**Back Office Executive (Marketing Division, Ashok Leyland)**

Shree Automotive Private Limited, Kolkata

Duration: 1 year (02.04.2012 to 02.04.2013)

**Job responsibility:**

* Maintaining customer information in CRM & DMS
* Communication System Management

**Trainee Process Associate, AGL project**

TCS BPO, Kolkata

Duration:3 months (15.12.2008 to 03.03.2009)

**Job responsibility:**

* Analyzing & maintaining different types of process of AGL Project

**Personality Traits:**

Duties & responsibilities, if entrusted, would be diligently carried out to the best of my abilities with a positive & creative attitude in the larger interest of the company.

**Personal Details:**

Father’s Name: Late Sudhamoy Talukdar

Date of Birth: 26.10.1985

Marital Status: Bachelor

Language proficiency: English, Bengali, & Hindi

Interest: Photography



TATHAGATA TALUKDAR