

**OVER 21 YEARS OF EXPERIENCE AS AN WELL KNOWN ORGANIZATION.**



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**CAREER VISION**

- **To work in a challenging environment that will test me at all levels and allow me to utilize and ameliorate my professional as well as personal skills by way of positive contribution to the organization while at the same time being honest, dedicated and sincere in work with prime importance of human values.**

**EXPERIENCE**

1.

**INDIAN PATENT OFFICE**

**Location** : CP2, CP BLOCK, SECTOR V, BIDHANNAGAR,  
KOLKATA, WEST BENGAL 700091  
**Position** : ELECTRONIC DATA PROCESSING  
**Period** : 20.10.2021 to TILL NOW

2.

**WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED**

**Location** : KB19 SECTOR-III, SALTLAKE-700106  
**Position** : Stenographer  
**Period** : 20.03.2021 to 30/10/2021

3.

**Company** : **OUTSOURCE BIZ INDIA PVT. LTD.**

Position : Associates.  
Location : 143, DL Block, kolkata-91  
(Near tank No. 10)  
Period : 01.04.2008 to 20/03/2021

**WORK DESCRIPTION**

**Worked as an ONLINE** : 1) Nexcaliber online 2) Sage online) 3) UHG claims processing 4) diabetes claims processing, 5) ASRC claims adjudication 6) RX claims, over 17 Companies systems claim process.

**Worked as an OFFLINE** : Entry, process, finished, generate tax file, provider to add etc.

4. Company : WIPRO  
Position : Associates  
Location : Sector-V  
Period : 11.07.2007 to 01.03.2008

**WORK DESCRIPTION** : Adjudicating Health Insurance claims.

**Worked as an ONLINE** : UHG claims processing

5.

Company : R & C TRADERS(Authorised dealer of GMM arc(electrode division) Morgardshammar India Ltd(Umesh Modi Group Company)  
Position : Marketing Manager  
Location : Bansai, Mondal para Kanaipur, Hooghly(Near Loknath Mandir)  
Period : For short time

**WORK DESCRIPTION**

Work as Marketing Manager and set a target to reach.

6. Company : Netwatch online Pvt. Ltd.  
Position : Asst. Floor Supervisor  
Location : 141 D1 Block, kolkata-91

**Period** : 01.02.2005 to 11.07.2007.

**WORK DESCRIPTION**

Work as supervise all employees and set a target to reach this, and also backup file, upload and download claims.

7. **Company** : M/S. Esar Marketing  
(Sister concern of M/s. S. DHOLE & CO.)  
**Position** : STENOGRAPHER-CUM-COMPUTER OPERATOR  
**Location** : BAGUIHATI  
**Period** : 01.01.2003 TO 12.15.2004.

**WORKED DESCRIPTION**

Worked as an Steno-cum-typist, to take dictation and make a quotation to send by email to client.

8. **Company** : M/S. Jeevanjyoti Agency Pvt. Ltd.  
(Sister concern of M/s. Enkay corporation)  
**Position** : STENOGRAPHER-CUM-COMPUTER OPERATOR  
**Location** : DALHOUSIE (Near Reserve Bank)  
**Period** : 01.01.2001 TO 11.26.2003.

**WORKED DESCRIPTION**

Worked as an Steno-cum-typist, to take dictation and make a quotation to sent by email to client.

9. **Company** : M/S. Prasant industries.  
**Position** : STENOGRAPHER  
**Location** : Stand road (BARABAZAR)  
**Period** : 01.10.1998 TO 11.26.2000.

**WORKED DESCRIPTION**

Worked as an Steno-cum-typist, to take dictation and make a quotation to send by email to client.

## EDUCATIONAL QUALIFICATION:

- B? B.A.(HONS) from C.U.
- C? Diploma in computer application & Programming(DCH)
- D? ComTIA A+ from IIJT INFOTECH

## PERSONAL DETAILS

DATE OF BIRTH : 12th august,1975

Marital status : Married

Father's Name : Modan Mohan Chowdhury

Mather' s Name : Jyotshna chowdhury.

PERMAMENT ADDRESS: : BH 36, Palpara, krishnapur, kol-102

PRESENT ADDRESS: : BH 36, Palpara, krishnapur, kol-102

NATIONALITY : Indian

LANGUAGE : ENGLISH, BENGALI, HINDI

## PROFESSIONAL QUALIFICATION

English shorthand speed of 100 w.p.m

Bengali shorthand speed of 80 w.p.m

English typing speed of 40 w.p.m

Bengali typing speed of 30 w.p.m

Electronic memory typing 80 w.p.m

## TYPING SKILLS IN COMPUTER

Alphabetic pad : 56 words per minute with average accuracy of 98.09%

Numeric pad : 50 numbers per minute with average accuracy of 99.9%

(Combining approx 14000 character depressions per hour with 98.5% of accuracy)

## HOBBIES

- B? Listening to Soft Music
- C? Playing Cricket
- D? chat with friends

## STRENGTH

Adoptable  
Dynamic team leader  
Innovative  
Smart worker

## DECLARATION

I hereby declare that all the statement stated above are accurate and true to the best of my knowledge and belief.

Date:29/10/2022  
Place: Kolkata

Signature  
(Jitugopal Chowdhury)