** BISWARUP GHOSH**

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29/18 A, Email: ghoshbiswarup3@gmail.com

Kendua Main Road, Phone : 8910423517

Kolkata -700084

**COMPUTER** Microsoft Word, Excel, Power Point **,** Advance Excel

**SKILLS\_\_\_\_\_\_\_\_\_**

**Date of Birth** 15th jannuary 1989

**Language know** English, Bengali, Hindi

**Address** 29/18A Kendua Main Road Kolkata -, 84

**ACADEMIC CREDENTILAS**

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINATION | BOARD/UNIVERSITIES | YEAR OF PASS | PERCENTAGE |
| Mdhayamik | West Bengal Board of Secondary Education | 2005 | 49% |
| Higher Secondary | West Bengal Council of Higher Secondary | 2008 | 53% |
| B.A (General) | University of Calcutta | 2011 | 41% |

Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Designation | Job Responsibilities | Time period |
| Baak Technology | Data Entry Operator | Data Entry, Editing ,  Scan document | October 2013- March 2014 |
| Webgrity | Office Executive | Internet Base data processing  Data Editing(offline, Online)  Online research for particular subject, contact Details  Update research Data Web database | April 2015 – June 2019 |
| D.P. Ahujha | Back office Excutive | Email send to the client | January 2020 – Present |

Date : Signature