** 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 DetailsUpdate research Data Web database  | April 2015 – June 2019 |
| D.P. Ahujha  |  Back office Excutive  | Email send to the client  | January 2020 – Present |

Date : Signature