**RESUME**

 **Argha Majumdar**

**My Motto & Desires**

* To serve the organization better as much as possible.
* To adapt myself in a new work environment as early as possible.
* To be a part of the Service Industry.

**My Work Experience**

* Presently, working in D.P.Ahuja & Co. as an - **Operations Executive – Trademark Department**.

( *April, 2016 onwards )*

**Job responsibilities are :-**

1. To search files from the racks and then scan and give it to the concerned attorneys.
2. To update the scanned files into the Intranet System.
3. To scan and put the files back into the rack, returned by the attorneys.
4. To prepare IOM letters and envelopes for the Indian as well as foreign clients and give it to the

dispatch department.

1. To paste cover sheets for the new files.
2. To make renewal letters for the concerned attorneys.
3. To give support to the Patent and Anatip department, as and whenever required.
* Worked in ACES Infotech Pvt. Ltd. as an - **Office Assistant.** ( *April,2012 to March,2016 )*
* Worked in Srijan Bhumi Tour & Travels as a - **Travel Co-ordinator.** ( *April,2009 to March,2012* )

**Professional Qualifications**

* Passed PG(Hons.) Diploma in International Airline, Travel & Tourism Studies from MPTI(India) with

1st Division, in the year 2009.

* Passed IATA/UFTAA Foundation Diploma & EBT course (Galileo), from the same institute

in the year 2008.

**Academic Qualifications**

* Passed B.Com(P) from Lal Baba College, in the year 2007.
* Passed ISC - XII from Sun Rise (English-Medium) School, in the year 2004.
* Passed ICSE - X from Sun Rise (English-Medium) School, in the year 2002.

**Computer Knowledge**

* Passed Certificate Course in Information Technology of 6 months from CMC Ltd.

with Grade – B, in the year 2007.

**Personal Details**

 **Address** : 79/1B/1, LBS Road, Belur – Howrah, West Bengal.

 **DOB** : 28th November, 1985

 **Contact No**. : 9073622127

 **E-Mail ID** : argha604@gmail.com

 **Marital Status** : Married

 **Languages Known** : English, Bengali & Hindi

 **Total** **Work Experience** : Around 13 years.

  **Present CTC** : Rs.22,000/- p.m ( approx.)

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 Signature

Place : Kolkata

Date : 27/08/2022