

# CURRICULAM VITAE



## **SUBIR KUMAR**

S/o Sri. Devanand Sah

Resident of :- Bari Aashikpur, Khatiktola (in front of middle school)  
Post :- Jamalpur  
Dist :- Munger  
Pin :- 811214  
Mob No :- 8541032359  
Email id :- [subir1356@gmail.com](mailto:subir1356@gmail.com)  
Date of Birth :- **10<sup>th</sup> March, 1989**

## **OBJECTIVE:**

To achieve in a position where I can continuously learn & improve my skills using my professional skills to the best of my ability in a healthy & congenial atmosphere.

## **PROFESSIONAL QUALIFICATION.**

- \* Basic Knowledge about computer (Microsoft Office, Microsoft Excel & Internet).

## **SKILL QUALIFICATION**

- \* Proficiency in English Stenography, Computer English & Hindi Typist.

## **EDUCATIONAL QUALIFICATION.**

- \* Completed BBA from “SIKKIM MANIPAL UNIVERSITY” JULY, 2014.
- \* Passed 10+2 from B.I.E.C.
- \* Passed 10<sup>th</sup> from C.B.S.E.
- \* 06 months course, Diploma in Computer Application in 2005.
- \* Done Spoken English Classes of 06 months in 2007 from “Orion Calltech” An ISO 9001-2000 Certified Institute (Kolkata).

## **WORKING EXPERIENCE**

- Worked in “**SWOSTI TRAVELS & EXPORTS PVT. LTD.**” at **Kolkata.** (From December, 2007 to October, 2013).
- Worked in “**TRAVEL BUREAU**” at **Kolkata.** (From November, 2013 to January 2018).

## **Working details:-**

- ⇒ All transport and guide arrangements.
- ⇒ Receiving & Seeing off Overseas Guest at the Airport & Railway Station.

- ⇒ Correspondence with mail booking.
- ⇒ Check Transport Bills.
- ⇒ Making Bills.
- ⇒ Assistance in Office Administration.

**C. Worked in a Law Firm – “BISHWAJIT SARKAR – ADVOCATES IP ATTORNEYS” at Kolkata.** (From 01<sup>st</sup> February, 2018 to July, 2018).

**Working details:-**

- ⇒ Office Executive-cum-English Stenographer, Secretarial work.
- ⇒ Taking Dictation on various legal matters and transcribes that on computer.
- ⇒ Assisting all other General Office Administrative works.

**D. Worked in “DIMENSION STELL & ALLOYS PVT. LTD.” at Kolkata.** (From 06<sup>th</sup> August, 2018 to November, 2019).

**Working details:-**

- ⇒ Correspondence with mail for quotation of various materials.
- ⇒ Making Purchase Order.
- ⇒ Making Bill.
- ⇒ Taking dictation in Shorthand from M.D. for various official letters.
- ⇒ Taking dictation in Shorthand from Sr. Manager – Legal Affairs for various types of Company’s legal matters.

**E. Self-Practice at Civil Court, Munger** (from January, 2020 to till present).

**Working Details:-**

- ⇒ Working as a Private English Stenographer-cum-Computer English & Hindi Typist at District Bar Association, Civil Court, Munger since January, 2020.

**DECLARATION**

I do hereby declare that all the statements made in this C.V. are true to the best of my knowledge and belief and I have concealed nothing.

**Date:**

**(SUBIR KUMAR)**