

CURRICULUM VITAE

PABITRA MUKHERJEE

C/O-Jahar Lal Mukherjee
Kismat Apurbapur Natun Bazar
Singur Hooghly 712409
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CARRIER OBJECT:

“I want to get involved in an organization where hard work and honesty would be appreciated and where I would get an opportunity to contribute to the organization goals”.

ACADEMIC QUALIFICATION:

Master Of Arts in English from Burdwan University in the year of 2013
Graduation in English from Calcutta University in the year of 2009
Passed class 12th examination with from WBCHSE in the year of 2006
Passed class 10th examination with from WBBSE in the year of 2004

COMPUTER PROFICIENCY:

WINDOWS: Word, Excel (V-LOOKUP,H-LOOKUP, Pivot Table, Google Sheet) Power Point, MS Access
Internet Surfing

WORK EXPERIENCE:

Back Office Assistant in Chemtex Speciality Ltd/Kolkata for the period of 12th May 2015 to 23th Jun 2019

Job Profile:

Collecting & entering data from market & enter in database, maintain accurate records.
Receiving & checking all delivery goods .
Organizing & delivering goods from the store to concern departments.
Handling daily cash flow-following up daily collection from customers.
Handling bank activities
Assist front office team
Perform basic admin duty like mailing, printing, Xerox

Other Job Experience:

Worked in Eastern Railway Hospital/Howrah Since 05 August 2019 as Back Office Assistant cum DEO to November 30th 2022

Job Profile:

Compile, verify accuracy and sort information and prepare data for computer entry
Typing, Taking dictation, Data entry from various proposals and reports
Review data for errors, correct and check output
Generate reports monthly basis
Maintain basic accounts job.
Provide support on any data related queries over phone mail whatsapp
Receiving and sending e-mail.
Record keeping, documentation, file management.
Hands on experience on Scanner, Printer, Xerox

Working Office Assistant in Zuci Creation/Singur from December 14 2022 (Distributors of Gold Plated Jewellery)

Job Profile:

Data entry in ERP package
Enquiry for customers requirement and preparing order placement to respective concern.
Prepare basic accounts monthly basis.
Co ordinate other department for various issue.
Maintain a good relationship with customers.
Answering & query through telephone, Email, Whatsapp.

Personal Information:

C/O: J L Mukherjee
DOB: 22/12/1988
Contact No: 9831942258 E-mail: pabitrakum@gmail.com
Nationality: Indian Religion: Hinduism
Language Known: English, Bengali, Hindi
Hobbies: Gardening, Listening Song, Watching Movie
Other Interest: Interest with people , making friend.

Date
Place: Kolkata

Signature

