

# Curriculum Vitae

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1. Candidate's Name : Lakshman Basak
2. Father's Name : Late Gopi Ballav Basak
3. Correspondence address : Flat No.B-4/S/24, Alaka Abasan,  
New Town, Kolkata – 700156.  
Contact No.: 9836821297/8637811268
4. Date of birth : 25th December, 1964.

## 5. Educational qualifications:

- a) Passed Madhyamik Pariksha (Secondary Exam.) from West Bengal Board of Secondary Education in **First Division** in the year 1980.
- b) Passed Higher Secondary Examination from West Bengal Council of Higher Secondary Education in Second Division in the year 1982.
- c) Passed B.Com under Calcutta University in the year 1985.

## 6. Professional qualifications:

- a) Having good knowledge on Computer in MS-OFFICE.
- b) Having good knowledge on Internet & e-mailing.
- c) Having good knowledge and speed on Shorthand & Typing as mentioned below:  
**Speed on Shorthand – 80 w.p.m. and**  
**Speed on Typing – 60 w.p.m.**

## 7. Working Experiences:

- a) Presently working as 'Stenographer' in **TIDE WATER OIL CO. (INDIA) LTD.** (a reputed Lubricant Oil ("Veedol" brand) manufacturer since 1st January, 2016 till date.
- b) Worked as 'Secretary-cum-Stenographer' in GLOBE (INDIA) LTD. (a reputed Export Co. – deals in textile fabrics) in Kolkata for more than 7 years from July, 2008 to December, 2015.
- c) Worked in LUNA TYRES PVT. LTD. as 'Stenographer' at Salt Lake, Kolkata for 8 years from 1999 to 2007.
- d) Worked in Manipur State Drugs & Pharmaceuticals Ltd. (A Central Government Undertaking) at its Administrative Office at Salt Lake as 'PA to MD' for 5 years from 1993 to 1998.

Having capabilities in making Drafts & Correspondences independently besides other back office related jobs/secretarial type of work.

8. Total experience : Having nearly 30 years' working experiences.
9. Sex : Male.
10. Marital status : Unmarried.
11. Present salary : Rs.27,363/- per month (CTC).
12. Expected Salary : Negotiable/**as per Rules & Regulations of your esteemed concern.**
13. E-mail ID : basaklakshman40@gmail.com