

# C u r r i c u l u m - V i t a e

Rimi Chowdhury

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## C a r e e r O b j e c t i v e

To work in a where I would be able to explore my abilities and can find scope for self development as well as organisational growth.

## W o r k E x p e r i e n c e

### (A) Working at Mervice Infotech.

Duration: 1yr.6 months (October 2021 to April 2023).

Designation: CSE

#### Responsibilities:

- 1.Approached customer.
- 2.Described the product details.
- 3.Verrified the documents.
- 4.Activate customer's account.
- 5.Good conversation.

### (B) Working at Everpresence India Limited.

Duration: (June 2023 to Till Now).

Designation: Helpdesk Manager.

#### Responsibilities:

- 1.Invoicing,GST update,Make Vouchers
- 2.Data Entry in Excel.
- 3.Mailing.
- 4.Follow up with Clients any requirement or problem .
- 5.Good conversation.



6.Others back office works.

7.Handle Supervisor team and reporting.

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1. Conversant with basic computer.

2. Adorable with quick learner.

**Academic Qualifications:**

- Passed Madhyamik from St.Margaret's School with 74.00% marks.
- Passed Higher Secondary from Victoria Institution with 60.00% marks.
- Diploma in Fine Art from Akhil Bharatiya Sangeet & Sanskrit Samsad with first division.

**Hobbies & Interests:**

- Painting,Listening music,Travelling,Dancing.

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

**Personal Details:**

FATHER'S NAME :Sri. Bimal Kr. Chowdhury.

PERMANENT ADDRESS :15A,Karforma Lane.

P.S. :Jorabagan

KOLKATA :700006

DATE OF BIRTH :02.06.1997

MARITAL STATUS :Single.

Place: Kolkata

Date:

Signature:



Edit with WPS Office