**BIO-DATA**

1. N a m e : DEBASISH BASU
2. Father’s Name : Sri Sankar Lal Basu
3. Address : 30, East End Park

1st Road,

PO – Kalikapur, PS – Garfa,

Kolkata – 700 099

1. Date of Birth : 17th day of November, 1967
2. Educational Qualifications : B. Com. (Pass) in 1984 from the University of Calcutta.
3. Speed in Shorthand & : 100/45 W.P.M.

Typewriting

1. Experience : Worked as Steno Secretary, Assistant Manager with an

Engineering Company since July, 1997 till January, 2024.

**Job Description**

* Take dictation in shorthand from departmental heads
* Handle correspondence independently
* Send payment reminders
* Send order reminders
* Prepare offers for clients
* Prepare Delivery Orders and Dispatch Documents
* Prepare various invoices, Statements, Banking correspondence related to Accounts
* Prepare vendor registrations
* Prepare and send introductory letters to new clients
* Maintain and update filing systems
* Maintain Job numbers after getting orders
* Handle confidential matters/information of the Company



(DEBASISH BASU)

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