

***RESUME***

***KAUSHIK KUMAR NANDI***

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***PRESENT & PERMANENT ADDRESS:***

*C/O Kalyan Kumar Nandi*

*11/1B Jheel Road, 2nd Floor*

*Newland, Jadavpur*

*P.O. – Santoshpur*

*Kolkata – 700 075*

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***CAREER OBJECTIVE:***

*To attain high-end satisfaction and utilize my total potentialities for the growth of the organization where I work.*

***ACADEMIC QUALIFICATIONS:***

* *High School Leaving Certificate (H.S.L.C.) passed from South Point English School, Guwahati under Board of Secondary Education, Assam in the year 1991 in 2nd Division (58.22%).*
* *Higher Secondary (Science) passed from Arya Vidyapeeth College, Guwahati under Assam Higher Secondary Education Council, Guwahati in the year 1993 in 2nd Division (50%).*
* *Bachelor of Science (B.Sc) in Botany (Major) passed from Arya Vidyapeeth College, Guwahati under Gauhati University in the year 1998 in 2nd Class (47%).*

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***OTHER QUALIFICATIONS:***

* *Diploma in Computer Studies (1 year): Basic, Wordstar, Foxbase, Lotus passed from BITS, Guwahati, Assam.*
* *Swift India (3 months): MS-Office and Internet passed from NIIT, Guwahati, Assam.*
* *Financial Accounting (1 month): Tally 6.3 passed from ICA, Guwahati, Assam.*
* *Medical Transcription Training (6 months): From Arpan Infotech, Guwahati, Assam.*
* *Advance Excel (1 month): VLOOKUP, HLOOKUP, MIS REPORTS, PIVOT TABLE passed from Tally Academy, Guwahati, Assam.*
* *MS-Office And Internet (1 month): Passed from Anjaybee Infotech Pvt. Ltd., Guwahati, Assam*

***PERSONAL DETAILS:***

*Father’s Name : Kalyan Kumar Nandi*

*Mother’s Name : Late Santa Nandi*

*Date of Birth : 06.09.1974*

*Nationality : Indian*

*Religion : Hindu*

*Marital Status : Unmarried*

*Language Proficiency : English, Hindi, Bengali and Assamese*

*Hobbies : Travelling and Watching Cricket*

***PROFESSIONAL EXPERIENCES:***

* ***The Peerless General Finance & Investment Company Limited, Guwahati, Assam***

***(November 1998 – December 2000).***

***Worked as Computer Operator.***

* *Dealt with Customers and Solved their Problems Regarding Maturity of Policies.*
* *Dealt with Agents Regarding Entry of Forms in the System Along with Cash Transaction.*

(3)

* ***Kohli Automobiles, Guwahati, Assam***

***(January 2001 – October 2007).***

***Worked as Office Assistant.***

* *File Maintenance and Preservation of Records in Proper Nomenclature.*
* *Typing of Letters, Entering Data’s in System as well as Checking of Mails and Response Thereafter.*
* ***AA Nutritions, Jorabat, Meghalaya***

***(November 2007 – June 2008).***

***Worked as Office Assistant.***

* *Transaction of all Official Correspondences.*
* *Purchase and Stock Report maintained manually on Day to Day Basis.*
* ***Mukand Systems & Networking Pvt. Ltd., Guwahati, Assam***

***(July 2008 – November 2010).***

***Worked as Sr. Office Executive.***

* *Regular Checking of Mails and Reply There Off.*
* *Preservation of Records of all Files with Proper Nomenclature and Tracking of all Courier Details.*
* *Cable Cut and Chamber Construction Report on Daily Basis and Thereafter Monthly Report Preparation.*
* ***Hydel Equipments, Guwahati, Assam***

***(April 2012 – July 2017).***

***Worked as Executive Assistant cum Computer Operator to Managing Director.***

* *Taken Dictation and Thereafter Typing in Computers.*
* *Preservation of Records of all Files with Proper Nomenclature.*
* *Tracking of all Courier Details till its follow up is completed.*
* *Voucher and Cheque Book Entry in Tally.*
* *Preparation of Monthly Cash Book and Different Reports in Tally.*
* ***Birla Sun Life Insurance Company Limited, Barasat, West Bengal (August 2017 – April 2019).***

***Worked as Quality Recruiter.***

* *Meeting Different People in Homes and Offices for Business Related Purposes.*
* *Attending Meeting, Seminars and Workshops Once in a Month.*

(4)

* ***Oxyweld Engineers Private Limited, Kolkata, West Bengal***

***(May 2019 – August 2022).***

***Worked as Admin cum Sr. Office Executive.***

* *Checking of mails and keeping records in diaries and thereafter response given as per requirement.*
* *Tracking of all Courier Details till its follow up is completed.*
* *File Maintenance and Preservation of Records in Proper Nomenclature.*
* *Purchase and Stock Report and all other Incoming Courier Documents maintained manually in Register on day to day basis.*
* *Placing Internal Orders to Vendors and thereafter doing follow up and also Preparation of Quotation making for different Parties.*
* *Looking after overall Office Administration.*
* *Visiting Banks, Post Offices and Courier Companies for Bank Related Works, Speed Post and Courier if any.*
* *Managing Cash Book (Petty Cash) on daily basis.*
* *Preparing Monthly Sales Report.*
* ***D. P. Ahuja & Co., Kolkata, West Bengal***

***(September 2022 – Till Date).***

***Presently working as Process Executive.***

* *File Docketing of Orders from WIPO sites whichever comes from foreign clients through mails and thereafter downloading the documents and updating the forms as per order requirement.*
* *Preparing Acknowledgement Letters and thereafter sending the letters to clients through mail.*
* *Reply Letters Preparation as per client query regarding their requirement and thereafter mailing to clients.*
* *Preparing Reporting Letters on day to day basis and mailing them to clients after maintaining records in system.*
* *File Maintenance and Preservation of Documents in respective files.*
* *Looking after overall Patent Department and maintaining different reports on a day to day basis.*

***Signature of Applicant***

***Place: Kolkata***

***Date: 26/04/2024 (KAUSHIK KUMAR NANDI)***