

CURRICULUM VITAE



KALYAN SANTRA

VILL-BENABHARUI, PO-SUGANDHYA
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CAREER OBJECTIVE :

To be a part of an organization that provides opportunities for individual growth and to use my skills-set to contribute positively towards the growth of the organization.

ACADEMIC QUALIFICATION :

- ▶ Madhyamik from **W.B.B.S.E** in the year 2002.
- ▶ Higher Secondary from **W.B.C.H.S.E** in the year 2005.
- ▶ B.COM. (PASS) from **Burdhman University** in the year 2008.
- ▶ Diploma in Financial Accounting from **“CMC”** in the year 2009.

COMPUTER SKILL :

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| ▶ Operating System | : Windows XP/2000/98. Windows 2007, Windows 2010. |
| ▶ Packages Known | : MS Office 2003, Office 2007, Office 2010 [Word, Excel] |
| ▶ Adobe Photoshop | : 5.0, 6.0 & 7.0 |
| ▶ Adobe Acrobat | : 4.0, 5.0, & 6.0 |
| ▶ Optical Character Recognition | : Fine Reader 5.0, 7.0 & 8.0 |
| ▶ Tally | : 9.0 |
| ▶ Internet | : Surfing |

EXPERIENCE :

- ▶ **Work 2 year in Indian Patent Office(IPO) Project under “KRISHNA INFOTECH.” as a Data Entry Operator SINCE APRIL 2010 to JANUARY 2012.**
- ▶ **Work 3 year in Indian Patent Office(IPO) Project under “VENUS GUARDS & ALLIED SERVICES PVT.LTD.” as a Data Entry Operator SINCE FEBRUARY 2012 to DECEMBER 2014.**

- ▶ Work 1 year in Indian Patent Office(IPO) Project under “NEVAEH TECHNOLOGY PVT. LTD.”as a Data Entry Operator SINCE JANUARY 2015 to DECEMBER 2015.
- ▶ Presently working in Indian Patent Office (IPO) Project under “MILLENNIUM BUSINESS SOLUTION INDIA PVT.LTD.”as a Data Entry Operator SINCE JANUARY 2016.

PROJECT DETAILS:

- ▶ Data Entry, Photoshop, Ocr, File Sorting & Filing, Scanning, Verification & Dispatch & Uploading to Server & Different type of Job.

PERSONAL DETAILS :

- ▶ **Date of Birth** : 05/04/1986
- ▶ **SEX** : Male.
- ▶ **Father's Name** : Manik santra
- ▶ **Nationality** : Indian
- ▶ **Language** : Bengali, Hindi & English.
- ▶ **Hobbies** : Listening to music, Travels & Watching Cricket

SELF BELIEF & APPRAISAL:

- ▶ Honesty blends with sincerity dedication is the key to success. I am proactive & optimistic.
- ▶ I am prepared to face the challenges that come on my way and able to would myself in the midst of impediments. I can work tirelessly until my work completes with perfection since. I do believe that procrastination is the thief of time.
- ▶ I want to achieve myself in a glorious position where I can utilize my professional skills at its best.
- ▶ I do hereby declare that the particulars furnished in the above by me are correct to the best of my knowledge.

Date:

Place : Chinsurah

(KALYANSANTRA)