

BIO-DATA

1. Name : 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
4. Date of Birth : 17th day of November, 1967
5. Educational Qualifications : B. Com. (Pass) in 1984 from the University of Calcutta.
6. Speed in Shorthand & Typewriting : 100/45 W.P.M.
7. 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



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