



BAPI ROY

C/O- Netai Roy, Subhaspally (Nayebbagan), Chandannagar,
Dist- Hooghly, P.O- Khalisani, Pin- 712138
Phone No- 7890611712/ 8240042836
Email- bapiroy20@gmail.com
D.O.B- 20/05/1986

OBJECTIVE

I am a honest, sincerity and hard working person. I am soft spoken, a good learning and have good patience. I have self confidence and a friendly person.

EXPERIENCE

Sanjay Electricals & Universal Trade Centre

Computer Operator (6 Years)

Duration: Dec 2007 to Sep 2013

- I had been working their as a **Computer Operator**. This is a big electrical company lots of products items is their. My worked was their ready to Road Chalan Bills, Edit Bills, Sales Tax Bills, Maintaining Stock. I was working their 6 years.

Singem

Back Office Executive & Team Leader (2 years)

Duration: Nov 2013 to Oct 2015

- I had been working their as a **Back Office Executive**. After that i promoted to **Team Leader** and twenty employs are worked under my team. I was working their 2 years.

Cygnus India In Corporation

Back Office Executive (1 years)

Duration: 15 Nov 2015 to 31 Dec 2016

- I had been working their as a **Back Office Executive**. This is a car inspection department company. My job roles are send report by mail to the insurance company, Uploading, Maintaining Due reports and report send through whatsapp.

Bituminious Emulsion and Allied Products (Sumo Brand)

Back Office Executive (1 year 6 month)

Duration: 9th June 2017 to 31st December 2018

- I had been working their as a **Back Office Executive**. This is a paint manufacturing factory. My job roles are stock maintain, tax invoice challan bill prepared, take order from the sales man, packing slips ready and other office work.

S.Majumdar & Co (Law Firm)

Office Assistant Executive

Duration: 10th January 2019 to Till Date

- I have been working their as a **Office Assistant Executive**. This is a Law firm company. My job roles are uploading (**Patent, Trade Mark, Copyright, Design, Office Action**) all the case files document, verify in the SASCON software and also send auto mail to the client.

EDUCATION

PASS	YEAR	BOARD/UNIVERSITY	DIVISION/CLASS
Madhyamik	2001	W.B.B.S.E	2 nd Division
Higher Secondary	2003	W.B.C.H.S.E	Pass
Graduation (B.A / BENG HONS)	2008-2011	N.S.O.U	2 nd Class

PROFESSIONAL EDUCATION

OPERATING	APPLICATION	UTILITY
Ms-Dos 6.2	Ms-Office	Printing
Windows XP	DTP	Scanning

TYPE SPEED: 40 Word/Min

RELIGION: Hindu

HOBBY: Painting

SEX: Male

PLACE: Chandannagar

DATE:

Signature

Bapi Roy