

DEBASISH CHANDRA DEY

FRONT OFFICE & ADMINISTRATION



Contact Details

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INDIA
🏠 28-May-1989

Summary

I seek challenging opportunities where I can fully use my skills for the success of the organization.

administration work

- record keeping
- budget management
- office management
- event planning
- time management
- multitasking
- problem-solving

Languages

- BENGALI
- HINDI

Interest

- PLAYING CRICKET
- FOOTBALL
- MUSIC
- TRAVEL

Experience

ALFA LEATHER JACKET CO Feb 2009 - Sep 2013
(4 Years,7 Months)

OFFICE STAFF

- OFFICE ADMINISTRATION WORK
- LEATHER JACKET QUALITY CHECKING
- SHIPMENT PREPARATION

PANTALOONS FASHION PVT LTD Jan 2013 - Nov 2016
(3 Years,10 Months)

SALES ASSISTANT

- CUSTOMER SERVICE
- WAREHOUSE OPERATION

SHOE STORE Dec 2016 - Jun 2019
(2 Years,6 Months)

STORE INCHARGE

- CUSTOMER SERVICE
- INVENTORY WORK
- BILLING

SUTA PVT LTD Aug 2019 - Mar 2020
(0 Years,7 Months)

OFFICE ASSISTANT/ WAREHOUSE OPERATION

- OFFICE ADMINISTRATION WORK
- BANKING WORK
- WAREHOUSE OPERATION
- INVENTORY WORK

CK FOOTWEAR Apr 2020 - Dec 2023
(3 Years,8 Months)

FRONT OFFICE / OFFICE ASSISTANT

- VISITOR & GUEST SERVICE
- OUTSIDE OFFICE WORK.
- OFFICE STATIONERY MAINTENANCE
- OFFICE SUPERVISING

GEAR INC SERVICES INDIA PVT LTD Feb 2024 - Present
(0 Years,11 Months)

FRONT OFFICE / ADMIN FACILITY

- FRONT DESK MANAGEMENT
- OFFICE MANAGEMENT
- HOUSEKEEPING & PANTRY MANAGEMENT
- STOCK MAINTENANCE

- WHOLE OFFICE SUPERVISING
- OTHER ADMINISTRATIVE WORK

Education

WBHSCE BOARD **May 2006 - Apr 2008**
HIGHER SECONDARY PASS
43%

WBBSE BOARD **Mar 2000 - Apr 2006**
MADDHYAMICK PASS
46%