

SUBRATA PRAMANICK



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Experience Summary

More than 5 and half years of self-working experience in the Position of Back Office Executive.

Career Objective

I am looking for a challenging prospect where I would be provided with an opportunity to face typical assignments, so that my skills could be put to use and would also give me an opportunity to upgrade myself.

Professional Experiences

Company : Mesco Equipment Pvt. Ltd.

Responsibilities as **Back Office Executive**

Duration : From 06th February 2018 to till now

- Day wise Generate Proforma Invoice
- Day wise Generate Quotation
- Supporting as Despatch Department
- Every day Data Entry (updated)

Company : Globus Stores Pvt. Ltd.

Responsibilities as **Sr. Cashier**

Duration : 08th June 2015 to 2nd February 2018

- Co-Ordination with Customers.
- Making Bill
- Solve the Billing Issue
- Day to Day Baking
- Handle Petty Cash

Strength

Punctual, Hardworking and Dedicate Towards Work.

Computer Proficiency

- Completed Diploma in Computer Application from Youth Computer Centre at Moulali.
- Excellent working knowledge of MS Office, MS Excel and Power Point.
- Working Knowledge of Internet and E-Mail.

Educational Qualification :

Passed B.A (History Hons.) From Calcutta University.

Personal Information

Language Known	: Bengali, Hindi, English
Permanent address	: Chowbaga, P.O- Chowbaga, P.S- Anandapur, Dist- South 24 Parganas ,Kolkata-105
Date of Birth	: 8 th September,1993
Marital Status	: Unmarried
Nationality	: Indian

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date :
Place :

Signature