**CURRICULAM-VITAE**

**AMAL BARMAN**

C/O- Radhika Barman

Vill- Sarbeswar Joy Duar

P.O- Chhoto Shal Bari

P.S- Sitalkuchi

Dist- Coochbehar

Pin No- 736172

Mail ID- brmn.aml01@gmail.com

Cell- 9614846552 / 9474824821\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Experience:-

1)Working as Data Entry Operator from 01.11.2010 to 08.01.2013 in Saradha

 Realty India Ltd, Falakata, Jalpaiguri.

Job Responsibility:- Have to do all back office jobs such as operational including Cashiering, New Business Processing and Refund.

2) Working as Office Peon from 17.06.2010 to 31.10.2010 In Bajaj Allianz Life Insurance Co. Ltd, Kamar Para, Jalpaiguri.

3) Before that Office Peon from 01.01.2008 to till Date at Bajaj Allianz Life Insurance Co. Ltd, City Mall, Sevoke Road, Siliguri

 Job Responsibility:- Have to do all back office jobs such as operational

 Including Cashiering, Policy Servicing, New Business Processing and

 Underwriting.

 Carrier growth till date- Increasing all Operational work.

4) Pauls India Ltd. 1yrs experience in field work in 02.04.2006 to 25.10.2007.

Educational Qualification:-

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Year | Board | Div. |
| SECONDARY | 2004 | W.B.B.S.E | 1ST  |
| HIGHER SECONDARY | 2006 | W.B.C.H.S.E | P |
| B.A | 2011 | N.B.U | P |

Computer Knowledge:-

 MS-Office, MS- Excel, MS Word, Power- Point, Tally, Internet related, Windows Networking from Softech Computer Education Center

F.A during 6th month from SICE Computer Education Center.

Personal Details:-

Father’s Name : Radhika Barman

Date of Birth : 05-04-1987

Present Address : Vill- Sarbeswar Joy Duar

 P.O- Chhoto Shal Bari

 P.S- Sitalkuchi

 Dist- Coochbehar

 Pin No- 736172

Contact No : 9614846552

Email ID : brmn.aml01@gmail.com

Sex : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Language Known:-

|  |  |  |  |
| --- | --- | --- | --- |
| Speak | English | Bengali | Hindi |
| Read | English | Bengali | Hindi |
| Write | English | Bengali | Hindi |

Hobbies : Listening light music, Traveling and Making

 Friendship.

Personal Values- Commitment, Dedication, Hardworking & Sincerity

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I have declared that the above information provided by me is true to the best of my knowledge.

Date:

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Place: Signature