**Surajit Sarkar**

Address: Vill-Gohalberia, P.o-Bantul, P.s-Bagnan, Dist-Howrah, pin-711312.

Contact No**: +91 9046229990** ~ E-mail: **surajit\_sarkar10@yahoo.in**

***CARRER OBJECTIVE***

*To work in a challenging environment where my knowledge and experience can be shared and enriched.*

***PROFILE SYNOPSIS***

* ***R****esult Oriented Professional Possessing Nearly 8+ Years of Experience In Career.*
* *Offer Opportunity to make best use of knowledge, analytical and technical skills, to further enhance knowledge in profession and a job profile that offers high growth prospect.*
* *Expertise in the Specific Domain Associated With.*
* *Hardworking, Competent & Efficient.*
* *Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.*
* *Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.*

***ORGANIZATIONAL EXPERIENCE***

* *ROSE VALLEY GROUP OF COMPANIES*

*Duration: 2007 to 2014*

*Designation: Computer Operator*

***Roles & Responsibilities****: Day to day Branch support (IT/MIS related), Managing Data Base, Billing & Receipt entry. Answer telephone call to assist Computer users encountering problems.*

* ASMEERAMA ENGINEERS PVT. LTD

*Duration: 2006 to 2007*

*Designation: Data Entry Operator*

***Roles & Responsibilities****: Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data. Records data by operating data entry equipment; coding information; resolving processing problems, Protects organization's value by keeping information confidential.*

***ACADEMIC CREDENTIALS***

***MBA (Human Resource & Marketing Management)*** *from Vidyasagar University (Final Result waiting).*

*1999 Passed Graduation from Calcutta University*

*1996 Passed Higher Secondary Examination from West Bengal Council of*

 *Higher secondary Education*

*1994 Passed Madhyamik Examination from West Bengal Board of secondary*

 *Education*

***TECHNICAL CERTIFICATIONS***

* ***Accounting in******Tally.ERP 9*** *from Tally Academy (Kolkata)*
* ***Diploma in Advance Software Technology*** *from CMC LTD (Kolkata)*
* ***Certified in Information Technology*** *from CMC LTD (Kolkata)*
* ***Certified in Database Technology*** *from CMC LTD (Kolkata)*
* ***Certified in Computing (CIC)*** *from IGNOU.*
* ***Certified in******Computer Hardware Technology*** *from Youth Center (Kolkata)*

***ITS SKILLS***

MS Office 2010(Word. Excel, Power Point, Outlook), MS Access, Windows XP/7/8, Tally. ERP9, HTML, RDBMS, SQL, java, Computer Maintenance & Trouble shooting etc.

***PERSONAL STRENGTH***

* *Comprehensive problem solving abilities and willingness to learn*
* *Goal oriented, highly focused & self-motivated who excel in high pressure situation.*
* *Maintain punctuality in every step of my life*

***PERSONAL DOSSIER***

*Name: Surajit Sarkar*

*Father’s Name: Deb sankar Sarkar*

*Date of Birth: 23rd Nov, 1978.*

*Nationality: Indian*

*Gender: Male*

*Religion: Hindu*

*Languages: English, Hindi, Bengali*

*Hobbies: Hearing Music and Reading Books*

***DECLERATION***

*I hereby declare all the information provided above is true to the best of my knowledge and belief.*

*Date: \_\_\_/\_\_\_/\_\_\_\_\_*

 *Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Place:*