**PRADIPTA MONDAL**

**Mobile : 956464687668 (Direct) ; **

**Email :pradiptamondal12@gmail.com**

**Career Objective** : Intend to build a career with a leading organization with committed and dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in a challenging and creative environment

to apply and enhance current skills and to acquire new skills from the organization.

**Education: -**

* Passed B.A under the Examination of Burdwan University. on 2008 with 2nd

Division (46%)

* Passed Higher Secondary under the Examination of W.B.C.H.S.E on 2005 with

2nd Division (56.20%')

* Passed Madhyamik under the Examination of W.B.B.S.E .on 2002 with 1st

Division (74%)

**Job Experience: -**

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| --- | --- | --- | --- |
| **Period** | **Employed** | **Position** | **Duties/ Responsibilities** |
| June 2011 toMarch2012 | Indoco RemediesLtd.Indoco House166 C.S.T RoadSantacruz (East)Mumbai-400098 | MedicalRepresentative(F.S.O) | 1. Making presentations to themedical professionals like:doctors, pharmacists, andnurses, practice staffs and to allthe necessary personnel relatedto the sector.2. Relationships with medicalpersonnel and also with thesupporting administration.3. Arrange Meetings4. Keep records5. AdministrativeResponsibilities6. Constantly endeavour toimprove Scientific . productknowledge, disease knowledgeand selling skills at companystandards in order to deliverappropriate information tophysicians effectively andprofessionally. |
| March 2014 to Present | WEBEL (in P.W.D Electrical Dept.Purta Bhaban, Burdwan |  D.E.O | 1. Office Management2. Special E-Tender(Govt.), Cosa, Etc.3.Official Work |

**Extra Qualification:**

|  |  |  |
| --- | --- | --- |
| **Diploma** | **Year** | **Technical Institutes** |
| Diploma in InformationTechnology Application of Computer | 2008 | Youth Computer training center under Govt. of West Bengal. |

**Well-Versed in Operating :** Microsoft excel, Microsoft Word, Internet, E-Mail Services & Tally

**\*** Certified Course on painting from Charukala Arts Academy in 1999

**Hobbies:**

(1) Painting

(2) Reading story books

(3) Listening to music

**Personal Details:**

Father's Name **: Buddhadev Mondal**

Date of Birth **: 9th December 1986**

Nationality  **: Indian**

Phone Number **: 9564687668; 9609606964**

Corresponding Address **: Vill- Berugram, P.O- Chandipur Berugram, P.S- Khandaghosh;**

 **Dist : Burdwan , Pin : 713142**

Permanent Address **: -Do-**

Email Address **: pradiptamondal12@gmail.com**

Language  **: Bengali, Hindi, English**

Current Salary : **7400 (Basic)**

Nos. of Years Experience **: 2 Years**

Current Location  **: As early as Possible Burdwan**

Notice Period if selected **: As early as Possible**

**Declaration**

 I hereby declare that the above written particulars are true of my knowledge and belief.

**Date: ..........................................**

**Place: Signature**