**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 to  March2012 | Indoco Remedies  Ltd.  Indoco House  166 C.S.T Road  Santacruz (East)  Mumbai-400098 | Medical  Representative  (F.S.O) | 1. Making presentations to the  medical professionals like:  doctors, pharmacists, and  nurses, practice staffs and to all  the necessary personnel related  to the sector.  2. Relationships with medical  personnel and also with the  supporting administration.  3. Arrange Meetings  4. Keep records  5. Administrative  Responsibilities  6. Constantly endeavour to  improve Scientific . product  knowledge, disease knowledge  and selling skills at company  standards in order to deliver  appropriate information to  physicians effectively and  professionally. |
| March 2014 to Present | WEBEL (in P.W.D Electrical Dept.  Purta Bhaban, Burdwan | D.E.O | 1. Office Management  2. Special E-Tender(Govt.), Cosa, Etc.  3.Official Work |

**Extra Qualification:**

|  |  |  |
| --- | --- | --- |
| **Diploma** | **Year** | **Technical Institutes** |
| Diploma in Information  Technology 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**