

CURRICULAM VITAE

MOLAY CHAKRABARTY

Gajaghanta Debnath Para,
P.O. – Magra, Dist. – Hooghly,
Pin – 712148, West Bengal

Contact No.

9433835617 / 8777265212

E-mail ID

Molay71976@gmail.com

CAREER OBJECTIVES

To become handling all type of computer related jobs in EDP section & HR Section. To work in such an organization where I can show my capabilities and work experience Last 22 Years.

WORK EXPERIENCE

- 1) Name of the Company : THE GANGES MFG. CO. LTD.,
Duration : March 1999 to December 2003
Designation : H.R Assistant & Computer Operator (Temporary Basis)
Job Responsibilities : Handling all E.D.P. Jobs (Data Entry, Programming, MIS Report, Misc. Report, ESI, PF, Dispatch, Stores etc).
All entry Jobs in Tally operating.
- 2) Name of the Company : GANGES JUTE PVT. LTD.,
Duration : 1st January 2004 to September 2007
Designation : H.R. & EDP Assistant
Job Responsibilities : Handling all EDP Jobs (Data Entry, Programming, MIS Report, Misc. Report, prepare Salary & Wages – 4500 workers / 300 Staffs, ESI, PF, Sales, Stores etc). All entry Jobs in Tally operating. Online Project Work, ERP system coordinate.
- 3) Name of the Company : SHREE BAIDYANATH AURVED BHAWAN PVT. LTD.
Duration : August 2007 to April 2011.
Designation : E.D.P. Assistant
Job Responsibilities : Handling all EDP Jobs (Data Entry, Programming, Wages, Salary, Dispatch, Misc. Report in factory etc.)
- 4) Name of the Company : GANGES JUTE PVT. LTD.
Duration : May 2011 to till date.
Designation : HR. and Accounts Assistant
Job Responsibilities : Handling all EDP Jobs (Data Entry, Programming, Wages, Salary, Dispatch, Misc. Report in factory etc.)
Maintain School Accounting (Vidya Vihar English Medium School)

LIVE PROJECT WORK on FoxPro

1. Gratuity Calculation & Payment.
2. Daily Wages Payment.
3. Payroll System

Expected Salary

Negotiable

Professional qualifications

1. Certificate in Labour Laws From Institute of Legal and Management Studies
2. Certificate in Human Resource Management from Institute of Legal and Management Studies
3. PG Diploma Industrial Relation & Personnel Management from Bharatia Vidya Bhavan of Management Science, Kolkata (AFFILIATED to Rajendra Prasad Institute of Communication & Management)

ACADEMIC DETAILS

1. Completed Graduation (B.Com) under Burdwan University in the year 1997.
2. Passed out Higher Secondary Examination under W.B.C.H.S.E. in the year 1995.
3. Passed out Madhyamik Examination under W.B.B.S.E. in the year 1993.

TECHNICAL DETAILS

1. Diploma in Computer Application from "The Made Easy Computer Center".
2. Certificate in FoxPro programming from C.M.C.
3. Certificate in F.A. from L.C.C.
4. Certificate in Internet & H.T.M.L. from APTECH.
5. CERTIFICATE IN TALLY FROM TALLY SOLUTIONS PVT. LTD.

PERSONAL DETAILS

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|--------------------|---|-------------------------------|
| Name | : | MOLAY CHAKRABARTY |
| Father's Name | : | Lt. Satyanarayan Chakrabarty |
| Date of Birth | : | 06 th October 1976 |
| Sex | : | Male |
| Nationality | : | Indian |
| Contact No. | : | 9433835617 / 8777265212 |
| Location Preferred | : | <i>Any where India</i> |

It would be highly appreciated if you give me a chance to prove my efficiency and I am sure, I shall gain your confidence.

I do hereby declare that the above information is true & correct to the best of my knowledge and belief. Submitted for your consideration please.

Place :

Date :

(MOLAY CHAKRABARTY)