

## Suman Sarkar

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Contact: 08436689286//7908362288(M)

Seeking a position to utilize my skill and ability in an industry that offer security and professional growth while being resourceful and flexible.

Organizational Experience

**April – 2019 To Still Date With HINDUJA LEYLAND FINANCE LTD (Durgapur)**

**Collection Executive.**

**Highlights:**

**Collection Executive for Small Vehicle.**

**Oct ’08-Feb’12 with Jai Balaji Sponge Iron Ispat PVT Ltd . (Durgapur)**

**Supervisor (Under Sreelaxmi Construction)**

**Highlights:**

* Looking one site of the company.
* Completing the work through inspection of the labuor.

**Nov-2012 To- Feb - 2019 with SHRIRAM HOUSING FINANCE LIMITED (Durgapur)**

Branch Admin

**Highlights:**

* Maintain office properly.
* Arrange the files in proper order.
* Co-ordinate with Courier, Xerox, Tea, Water vendors.
* Cheque deposit, Making DD in Bank for official purpose.
* Co-originating with Sales people as well as Sales Team for various aspects and matter.

**June-2006 To- Sep-2008 with Zodiac Express Pvt. Ltd. (Durgapur)**

**Back office Staff**

**Highlights:**

* Maintaining the MIS.
* Maintaining the Account’s of the office in a Register.

Technical qualification

**Diploma In Computer Application**

Academy of Software Technology

**Course Details:**

* Dos, Windows, MS-Office (Word, Excel, Power point, Access), Internet

# Computer Typing

# Thirty five (35) words/Minute

Educational qualification

# Higher Secondary

W.B.C.H.S.E., 2003—West Bengal ---Appeared

# Secondary

W.B.B.S.E., 2001—West Bengal

Personal details

**Date of Birth :** 24th May 1983

**Father’s Name :** Late Soumen Sarkar

**Address :** Qtr No-CD 20/3 V.K Nagar, Durgapur-713210, Dist-Burdwan, W.B.

**Language Known :** English, Bengali & Hindi.

**Sex :** Male

**Marital Status :** Single

**Nationality** **:** Indian

**Interest Area :** Playing cricket & football

Declaration

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

Date:

Place:

***Suman Sarkar***