

# CHIRANJEEB TALUKDAR



## **PROFESSIONAL SUMMARY**

Tenured administrative professional with extensive experience in managing large and small offices. Senior executives consistently rely on me to maintain schedules, oversee meetings and improve customer relations. Analytical, detail-oriented, leader, adept at multitasking within a fast-paced environment. In-depth knowledge of standard office procedures, software, and machines; proficient use of Microsoft Office Suite, internet, database software.

## **Personal Information.**

### Phone:

+91-8486294617,

+91-9101631301.

### Email:

[chiranjeebtalukdar@gmail.com](mailto:chiranjeebtalukdar@gmail.com),

[chiranjeeb.talukdar@yahoo.in](mailto:chiranjeeb.talukdar@yahoo.in)

### Address: -

H/No: 343,  
Amgaon Lichubagan,  
Narengi-Chandrapur Road,  
Narengi,  
Kamrup Metro,  
Guwahati-781026.  
Assam (IN).

## **SKILLS**

- Conducting Activity and Meetings
- Report Making
- Customer Relations
- Database Management
- Accounting and Finance
- Office Management



## **EMPLOYMENT HISTORY**

### 1. Computer Operator, COVID-19 Project (AMTRON).

*(May. 2020 – February 2022)*

- Database Management.
- Managing Covid Centers.
- Coordinating with higher officials for smooth operation.

### 2. Accounts Assistant (Contractual), Indira Gandhi National Center for the Arts, Guwahati, Assam.

*(May. 2018 – Oct. 2019)*

- Analyzed monthly receipts and payment account for HQ reporting.
- Tax calculations for different parties.
- Maintaining daily accounts.
- Record keeping of files and data entry.
- Coordinating with Director for Office Administration.
- Conducting meetings and various other events for the Regional Center.
- Fixing appointments and meeting various people for the smooth administration of the office.

### 3. Customer Service Officer, Axis Bank Limited. Guwahati, Assam.

*(Dec. 2015 – Jul. 2016)*

- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Network within communities to find and attract new business.
- Oversee the flow of cash or financial instruments.
- Examine, evaluate, or process loan applications.
- Assist customers by providing information and resolving their complaints.
- Issue receipts, refunds, credits, or change due to customers.
- Cash checks for customers.

### **Additional Information.**

#### National Cadet Crops.

Naval Wing 'B' Certificate Holder.  
Camp in Eastern Naval Command.  
Best Camp Cadet in Local Camp.

#### Interest and Hobbies:-

Playing Guitar.  
Cooking.  
Teaching.  
Gardening.

### **LANGUAGES.**

English: *Fluent*

Assamese: *Native Speaker*

Hindi: *Conversational*

Bengali: *Conversational*

### **Other Personal Details.**

- Father's Name: Arun Chandra Talukdar.
- Mother's Name: Nilakshi Talukdar.
- Religion: Hinduism.
- Nationality: Indian.
- D.O.B: 18<sup>th</sup> January 1994.



### **EDUCATIONAL QUALIFICATION**

1. Masters of Arts from IGNOU, Guwahati, Assam  
(Perusing)
2. Bachelor of Commerce from Gauhati University, Assam  
(2012-2015) (Icon Commerce College)
  - Management Honors
  - Graduate with 1<sup>st</sup> class (6.3 GPA), 60.13%.
3. Higher Secondary from Assam Board, Guwahati, Assam.  
(2010-2012) (B.Borooah College)
  - Commerce Stream.
  - Obtained 2<sup>nd</sup> class with 58.06%
4. High School Leaving Certificate from Assam Boad, Assam.  
(2010) (St. Francis De Sales School)
  - Obtained 2<sup>nd</sup> class with 53%



### **PROFESSIONAL QUALIFICATION**

1. DOEACC "O" Level from NIELIT, New Delhi
  - IT TOOLS AND BUSINESS SYSTEMS.
  - INTERNET TECHNOLOGY AND WEB DESIGN.
  - PROGRAMMING THROUGH C LANGUAGE
  - INTRODUCTION TO MULTIMEDIA
2. English typing Diploma.
3. Knowledge of Tally ERP.

*To conclude, I would like to reiterate my interest in this position. I will make myself available at your convenience. I look forward to hearing from you.*

Date: -...../...../ 2020

Place: - Guwahati.

**CHIRANJEEB TALUKDAR**