

# **RESUME**

## **DILIP KUMAR ROY**

Email: [madhab.kumarroy@gmail.com](mailto:madhab.kumarroy@gmail.com)

Address: HOUSE NO. C-1385-86, TIGRI NEW DELHI 110062

Mobile No.: 9868426437

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## **CAREER OBJECTIVE:**

To obtain challenging position that will allow me to utilize my education, experience and personal abilities. In order to do so I would like to work in any organization, which recognize my hard work and creativity. I am working under the dead line fixed by the client with assured quality.

## **EXPERIENCE:**

- ❖ Working as QC Executive in Q2A Media, from 1<sup>st</sup> May 2023 to till date.
- ❖ Worked as QC Executive in APTARA, (FPG) from 10<sup>th</sup> January 2022 to 30<sup>th</sup> April 2023.
- ❖ Worked as QC Executive in MPS Limited, from 1<sup>st</sup> January 2011 to 31<sup>st</sup> December 2021.
- ❖ Worked as an Art QC Executive (also worked art conversation) in MPS Limited from 18<sup>th</sup> October 1999 to 31<sup>st</sup> December 2010.
- ❖ Worked as a Quality Controller from 1997 to 17<sup>th</sup> October 1999 in Techbooks Electronic Service Pvt. Ltd.

## **PROJECT/ CUSTOMER DETAILS:**

- ❖ Inkling Habitat
- ❖ Pearson (Both EL-HI and College) (Received Best Quality Star award from EL-HI\_5 Pearson in 2014 and 2016)
- ❖ McGraw Hill (Both EL-HI and College in MPS Ltd.)
- ❖ Cengage, etc

## **JOB ROLE:**

- ❖ Independent Job Lead, Mail tracking, Schedule planning & monitoring.
- ❖ Strong Communication skills and coordinate to GL and PM regarding Job.
- ❖ Work extra hours in office after duty hours to meet client deadline.

**IT/TOOLS KNOWLEGDE:**

- ❖ Knowledge of MS Office, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe Indesign CS6.

**EDUCATIONAL QUALIFICATION:**

- ❖ Intermediate (Commerce) from Khatra Adibasi Mahavidyalay, West Bengal in 1989.
- ❖ B.COM from Khatra Adibasi Mahavidyalay, Burdwan University, West Bengal, in 1991.

**PERSONAL SKILL**

- ❖ Believe in Team work
- ❖ Self-confidence

**PERSONAL DETAILS**

**Permanent Address:** Vill. & P.O Moshiara, Dist. Bankura, Pin code 722101

**Present Address:** C-1385-86, TIGRI, NEW DELHI 110062

**Father's Name:** Late Sri Jaladhar Roy

**Date of Birth:** 3<sup>rd</sup> Jan 1973

**Gender:** Male

**Marital Status:** Married

**Nationality:** Indian

**LANGUAGE KNOWN**

English, Hindi and Bengali

**DECLARATION**

I do hereby declare that all above the given information is true to the best of my knowledge and belief.

**Date:**

**Place:** New Delhi

**Signature of Applicant**