

## **Curriculum Vitae**

PRASENJIT DAS  
S/O: BALAI DAS  
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### **Carrere Objective:**

I am seeking a progressive organization having co-operative and friendly environment, which helps me to achieve my and organizational goals in more effective & an efficient manner. To grow with the company where I can effectively contribute my technical skills as professional.

### **My Strengths:**

I See myself as an honest and hard-working person. I can learn things quickly and work easily under pressure. I am open to travel and explore new avenues for my employer.

### **Personal Information:**

➤ Father's Name	: Balai Das
➤ Date of Birth	: 20 <sup>th</sup> April 1990
➤ Nationality	: Indian
➤ Religion	: Hinduism
➤ Marital Status	: Married
➤ Gender	: Male
➤ Languages known	: Bengali, English & Hindi
➤ Key Skills	: Computer

### **Work Experience:**

- One Years' Experience Data Entry Operator from Spectrum Info Private Limited.
- Six Months Data Entry Operator from DTC Project Private Limited.
- Five Years' Experience Sales from Life Insurance Corporation of India.
- Six Years' Experience Operation Cum MIS (MS Office, Excel, Word & Power Point) from United Spirits Limited (Diageo Group) and still now working.

**Major Responsibilities:**

- MIS Reports- Maintaining on the excel sheets.
- Daily, Weekly & Monthly Report of Collection.
- Collection Target
- Stock Ageing Report
- GIT Report
- ITD Report
- Total Sale in Cases (P & A/Popular)
- SAP on process.
- Creating reports for management.

**Technical Qualification:**

- One Year Diploma in Computer.
- Certificate of Excel Economic Analysis & Data Analysis completed from IIBA.
- Certificate of Soft Skill for Sales Professionals completed from Linked in Learning.
- One Year Para Medical from W.B.S.C.V.E.T.
- Civil Defence Training from West Bengal Govt. Civil Department.
- Certificate of Proficiency in Personal Survival Techniques, Fire Prevention & Fire Fighting, Elementary First Aid and Personal Safety and Social Responsibilities Training from Hoon Maritime Institute (D.G. Shipping, Govt. of India Approved).

**Academic Qualification:**

- B.A History from West Bengal State University in 2011.
- Intermediate with Arts from W.B.C.H.S.E in 2008.
- Madhyamik Passed from West Bengal Board of Secondary Education in 2006.

**Technical Skill:**

- Vlookup
- Hlookup
- Countif & Countifs
- Sumif & Sumifs
- Concatenate
- Max & Min
- Trim
- Pivot Table
- Power Point &
- Many Excel Formula

I, Prasenjit Das, hereby, declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date: 01.10.2022

Place: Kolkata



Signature of the Candidate