*Curricullam Vittae*

**Arjun Roy**

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Email: - [arjunroy935@gmail.com](mailto:arjunroy935@gmail.com)

* Birth Date : 22nd June 1989
* Gender : Male
* Marital Status : Unmarried
* Religion : Hindu
* Mother Tongue : Bengali
* Nationality : Indian
* Father’s Name : Ritendra Narayan Roy
* Mother’s Name : Sumitra Roy

**Career Objective**

* To undertake challenges, expand experience and seek opportunities to develop a career in Administration or general management, related to operations, marketing, strategies or similar situations. Apply diverse experience and knowledge to make a significant positive contribution towards the society and continue personal development to enhance career advancement potential.

**Education**

* Graduated from Calcutta University.

**Computer Skills**

* Basic computer knowledge from Brainware.
* Diploma in computer applications from NIIT
* Web designing from Youth Computer Centere West Bengal Government.

**Hobbies**

* Reading Hindu mythology books , watching films and have and listning music.
* Cultural involvement Perform at amateur theater group.
* Activities involved;- NSS camps of UGC and other College activities.

**Languages Known**

* Hindi, Bengali, English.

Working Experience

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(1) Sl Technology Services Private Limited.

Jobs Done:-

1. All sorts of administrative works.
2. Generating marketing leads of US Company Essel Tech Private Limited which provides the projects at excel spreadsheet.
3. Also maintaining the leazo between a welfare organization run by that company called Samhita welfare organization which use to perform activities like women empowerment and also provide loan for the villagers of Mathurapur.
4. Lastly I have to assist HR of the company. Maintaing database of the candidates from various professional sights. The database where I maintain i.e MS Excel. After that from there I have to enter the details on hubspot.
5. I also assign to schedule candidate interview.

(2) Marketing Execuitive Job at CADD Centere.

(3) Office Assistant Job at Pathfinder.

(4) HR Recruiter at Elliottcrew Consultancy.

I hereby declare that the information given is best to my knowledge and belief.

Place:- Kolkata

Date :

**Arjun Roy**