MISS.OSENA PAUL Mobile No.7449659501

[Email-osenapaul36@gmail.com](mailto:Email-osenapaul36@gmail.com)

Present Loc-Hindmotor,Hooghly

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| CAREER OBJECTIVE |

To build my career in a progressive organization that will provide me exciting opportunity to learn more and utilize my skills and to provide as worthy as set of the organization.

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| WORK EXPERIENCE |

* Organisation-United Spirits Limited(DIAGEO-INDIA)
* Designation-Internship
* Time duration-1 year

EXPERIENCE HIGHLIGHT

* Details hands on experience on SAP(MM)
* Preparation of purchase Orders for materials and service
* Preparation of migo of Packing materials and service
* Generate bill processing
* Assistant of commercial work
* Follow up with vendors and transporter for timely supply of materials

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| EDUCATIONAL DETAILS |

* 10+ In 2011 with 1st division under W.B.B.S.E.
* 12+ In 2013 with 75% under W.B.C.H.S.E.
* Passed B.com In 2016 under C.U.
* Tally Accounting Financial Programme from Tally Academy(ERP-9)

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| OTHER QUALIFICATION |

* Operating system (win-xp,win-7)
* Basic software-MS Excel,MS word,MS power point
* Financial software-Tally ERP-9,GST Wall bill

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| LANGUAGE KNOWN |

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| Language Known | Write | Read | Speak |
| English |  |  |  |
| Hindi |  |  |  |
| Bengali |  |  |  |

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| Interest and Hobbies |

Drawing and Listening Music

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| Personal Information |

* Fathers name-Let Bijan Paul.
* Date Of Birth-16.12.1995
* Nationality-Indian
* Marital status-single
* Address-220.B.B.D.ROAD.HINDMOTOR.HOOGHLY.(SUHASINI APARTMENT)

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| Declaration |

I do fereby declare that the particulars of information and facts stated herein above are true,correct and complete to the best of my knowledge and belief..

Place-Hindmotor

Date- Signature