**Curriculum Vitae**

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| **Name** | **:** | **Siddhartha Narayan Deb**    **Formal Scanned Photo (optional)** |
| **Nationality** | **:** | **Indian** |
| **Phone No.** | **:** | **9101931419** |
| **Email** | **:** | **siddharthadeb572@gmail.com** |
| **Post Applied For** |  | **Computer Operator Executive** |

EDUCATION

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| --- | --- | --- | --- |
| **Course Studied** | **Name of the Institution / University** | **Major Subjects/ Skills** | **Division/Percentage** |
| **High School** | **U.P.Board**  **(Allahabad)** | **Hindi, English, Mathematics, Science, Social Science, Commerce** | **IInd** |
| **Intermediate** | **U.P.Board**  **(Allahabad)** | **General Hindi, English, Bk&Accountancy, BO& Correspond, Banking** | **IInd** |
| **B.Com** | **HNB Garhwal University, Srinagar, Uttarakhand** | **Group-1(Commerce),**  **Group2(Economics),**  **Group-3(Accountancy & Law)** | **IInd** |
| **Diploma in Software Technology**  **(One year course)** | **CMC Limited**  **(A TATA Enterprise)**  **TCS** | **Introduction to IT , GUJ Concepts, Windows 9x & MS Office (includes Word, Excel, Power Point, Access),Web Page Design, Web Publishing using PWS & Front Page, Introduction to XML , DHTML, VB Script, Programming in C, Project on C or HTML,OS Concepts, UNIX (Linux), Shell Programming, Data Structures using C, Programming in C++ & OOPS\_Concepts, .Net & C#, Project Work** | **74%** |
| **DOEACC “O” Level**  **(One year course)** | **DOEACC Society**  **(New Delhi)** | **IT Tools & Applications, Business Systems, Internet & Web Design, Programming Through Visual Basic** | **62%** |

CERTIFICATIONS

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| --- | --- | --- | --- |
| **Course Studied** | **Name of the Institution / University** | **Major Subjects/ Skills** | **Percentage** |
| **Jetking Certified Hardware & Networking Professional Premium**  **(Two years course)** | **Jetking Infotrain Ltd.**  **(New Delhi)** | **Basic Electronics, MS Office Applications, Operating System Support Skills, PC Hardware Support Skills, Networking Essentials, MS Windows Server (Admin), Linux and CCNA , Personality Development** | **65%** |
| **Certificate in Graphic Designing**  **(Six months course)** | **Zee Institute of Creative Art**  **(Mumbai)** | **Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe InDesign** | **74%** |
| **Certificate in Web Design & Development (Seven months course)** | **Aptech Limited, Andheri (East ) Mumbai** | **Concept of Graphics & Illustrations, Web Designing Concepts, UI & UX for Responsive Design Typography Design, Illustrations for Web, Creating Artworks, Layout Design, Web Animation using Animated CC, Web Design Portfolio etc.** | **70%** |

WORK EXPERIENCES

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| --- | --- | --- | --- |
| **Company Name** | **Tenure (Start and End Date, Year)** | **Designation** | **Job Profile** |
| **Franciscan Solutions (P) Ltd. Working place at Jesus & Mary School (Girls), 8 Convent Road, Dehradun** | **21th March, 2012 to 31th March,2013**  **(One year)** | **IT Executive** | **Making Daily Progress Report on Excel Sheet, Operating System Installations, Configuring Hardware and Softwares. Working on Team Viewer Software. Making Presentations on MS Power Point, arrangement of Projector** |
| **APTARA (Global Content Transformation Pvt. Ltd.)Transport Nagar IT Park, Dehradun** | **24th June, 2013 to 30th September, 2014**  **(Fifteen months which included six months as Trainee)** | **Programmer** | **Coding in HTML, XML and arranging Graphics with Photoshop, Illustrator and Java Script Programming Languages**. |
| **GG Instruments Pvt. Ltd Bangalore working place at Institute of Drilling Technology (ONGC), Dehradun** | **(Contractual )**  **25th May, 2015 to**  **20th April, 2016**  **(Eleven months)** | **Project Help-Desk Executive** | **Maintaining Desktop Configuration, Maintaining LAN, WAN, Maintaining Daily Progress Report on MS Excel and MS Word Sheets. Software Installations. Troubleshoot on PC Hardware issues. Arrangement of Video Conference at the central hall of the Institute of Drilling Technology .** |
| **MPS Limited (MNC)**  **SIDCUL IT Park, Dehradun** | **04.7.2016 to 02.04.2017**  **(nine months)**  **Left job on personal ground** | **Associate Graphics** | **Working on Illustrator, Corel Draw, InDesign & MS Excel .** |
| **Valuer Fabtex Pvt. Ltd. Guwahati** | **1.12.2019 to 31.6.2020 (left job Due to Covid 19 situation in India)** | **Data Entry Executive** | **MS Excel , MS Word , MS Access etc.** |
| **Champak Automobiles Pvt. Ltd. Bongaigaon ( Tata Motors )** | **04.01.2023 to Present** | **Back Office / Computer Operator Executive** | **MS Excel , MS Word , Tata Motors ERP Software .** |

SKILLS

1. **Microsoft Office 2007, 2010 /Windows 7 /Internet /Windows 8.1Pro., Windows 10.**
2. **Various operation in Microsoft Office 2007/ 2010 (MS Excel , MS PowerPoint, MS Word, MS Picture Manager, MS Access, MS Outlook Express etc) & Personal Computer Hardware Equipments , Troubleshooting etc.**

HOBBIES

**Music & Art.**

PERSONAL DETAIL

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| **Gender** | **:** | **Male** |
| **Marital Status** | **:** | **Married** |
| **Date of Birth** |  | **26.03.1981** |
| **Father’s Name** | **:** | **Debananda Narayan Deb** |
| **Present Address** | **:** | **H.No.232, Ward No.04, M.G.Road, P.O. Abhayapuri,**  **Dist. Bongaigaon, Assam** |
| **Religion** | **:** | **Hindu** |
| **Languages known** | **:** | **Hindi , English , Bengali & Assamese** |

**I hereby affirm that the information in this document is accurate and true to the best of my knowledge.**

**Date : 10.9.2023**

**Place: Abhayapuri (Bongaigaon) SIDDHARTHA NARAYAN DEB**