**CURRICULUM VITAE**

**SRABANI DEY ROY **

Tel no. : (+91) 7059545936 (M)

Email : [sdeyroy16@gmail.com](mailto:sdeyroy16@gmail.com)

**OBJECTIVE:**

To be in executive/middle management position in a result oriented company that seeks ambitious and career conscious persons where acquired experience, skills and education will be utilized, given weightage towards continuous growth and advancement.

**SOFTWARE & IT EXPOSURE:**

WORD

##### EXCEL

INTERNET

E- TENDERING

**WORK EXPERIENCE:**

**Since 12.03.2012** to **22.09.2013** worked in Institute of **Computer Accountants (ICA)** asdata entry operator**, 01.10.2013** to **31-10-2015** worked in **LIC Housing Finance Corporation Limited** as Back Office Executive, Since 03-11-2015 to till date working in **SHREE LAMINATORS LTD.** Presentdesignation **–** Back Office Executive as well as Tender Executive .

**EDUCATION:**

B.A. (Bachelor degree in Arts From Calcutta University– West Bengal.

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| **Particulars** | **Year of passing** | **Board/University** | **% Marks** |
| B.A.(Pass) | 2015 | Calcutta University | 40% |
| Higher Secondary | 2012 | West Bengal Board of Higher Secondary Education | 59.2% |
| Madhyamik | 2010 | West Bengal Board of Secondary Education | 60% |

contd…2.

**[2]**

**Languages Known:**

1. English – Read, Write, Speak
2. Bengali – Read, Write, Speak
3. Hindi – Speak, Read, Write

**HOBBIES:**

listening music, reading, surfing internet.

**STRENGTHS:**

Confidence, Creativity, Clarity of Thought, boldness, positive attitude, leadership and good communication skill.

**PERSONAL PROFILE:**

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| --- | --- | --- |
| Name | : | Srabani Dey Roy |
| Father’s Name | : | Late Arup Kr. Dey Roy |
| Date of Birth | : | 26-07-1993 |
| Sex | : | Female |
| Marital Status | : | Unmarried |
| Height | : | 155 cm |
| Weight | : | 55 kg |
| Nationality | : | Indian |
| Permanent Address | : | Srabani Dey Roy  2/A, Ram Narayan Motilal Lane.  P.s. - Muchipara, Dist.- Kolkata – 700014.  State – West Bengal  India  Contact No. (+91) 7059545936 (M)  (+91) 8910577240 (M) |
|  |  |  |

Signature

**(Srabani Dey Roy)**

Date :

Place : KOLKATA