**DEV KUMAR MUKHERJEE**

33 R.B. sarani, Alokananda apartment

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8335936426 (M)

**CAREER SYNOPSIS**

A career driven professional focused on excellence in the area of market development, administrative management and also back office management. I am seeking to work with a dynamic, commercially focused and people oriented company that can harness my abilities and skills and provide opportunities for growth

**KEY SKILLS AND COMPETENCIES**

* Has good knowledge of Payroll and Benefits of administration
* Able to prioritize Individual workloads according to deadlines
* Confident Attitude with a proactive approach to work
* Ability to manage multiple tasks simultaneously
* Good Knowledge about market developing for any product especially in any education sectors.
* Diligent, Result Oriented and a good team member
* Strong communicating skill at any ground.

**ACADEMIC BACKGROUND**

* B.com (hons) Graduate.

**WORK EXPERIENCE**

Working as a Business Development Officer at SIP Academy India.

**COMPUTER PROFICIENCY**

**SOFTWARE PACKAGE :** Office 2000 (Word, Excel, Power Point) ,

**INTERNET :** E-mail, Surfing

**LINGUISTIC ABILITIES**

Bengali, English & Hindi

**PERSONAL PARTICULARS**

Age &Date of Birth : 21st dec1991

Sex : Male

**REFERENCE**

Furnished upon request

**Dev Kumar Mukherjee**