

H. No. 1527, Block - B,
G.P., Moladband Phase-II,
Near NTPC, Mohan Co-
operative, Badarpur
New Delhi 110 044

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N.D. Chakarbarty

Objective

- 1 *To Work for a Professionally Managed Industry and to Add Value to the Organization.*
- 2 *A full time Opportunity to Work in a Challenging Atmosphere with Positive/Co-operate Frame of Great Managerial Control, which may Provide Ample Opportunity for Learning & Growth in Knowledge & Career.*
- 3 *Achieve the Goal for bright future with Wishes of the God, Respected Elders & seniors.*
- 4 *Always Achieve a Goal positively, work with Co-Operative World.*

Experience

2012 till now

Packways Pvt. Ltd., Okhla Ph-I, New Delhi 110 020

Manager Operation & Export Import cum Admin Executive

- **Shipments Import Export :** LCL & FCL Shipments export & import, ICD Clearance from CHA, B/L, DO (Delivery Order), IGM (Import Gen. Manifest) documents related to client through Shipping Line, RoRo Service (Open Container), Custom clearance, Export Documentation, Import Documentation.
- We served to our prestigious clients like Italy embassy, France embassy, Kenya High Comm., Czech Republic, Slovakia, Bulgaria, Australia embassy, CITI Bank, Yes bank & individual clients etc.
- **Computer Support:** Computer Assembling, Windows installation & configuration, Microsoft outlook, windows live mail, outlook express - email configuration, Printer/Network printer sharing, configuration, installation.
- **Procurement :** Network devices, Computer Systems (desktop/laptop/ipad), Peripherals, Printers, Modem, Routers, Raw material corrugated rolls, tapes, plastic sheets etc. (for packing), Stationery for office usages, cartridge new & refilled, Mobiles for staff/workers.
- **Patty Cash :** Payments of vendor through cheque / Cash & online NEFT/RTGS, Kitchen & Stationary purchase, conveyance, raw materials & others.
- **Admin Jobs :** AMC's renewal of Computers, telephones, Office maintenance etc., update telephone bills payments & other related Admin jobs like new recruitment process of staff till full & final. Client reminders, Brochures sending through Emails & physicals through post/couriers.

2007-2012

American Tec Electronics India Pvt. Ltd., C.P. New Delhi 110 001

Executive – Admin (Desktop support cum Networking) & Commercial

- Maintain All over India's Branches Computer Network System & Hardware cum software.
- Backup emails, restoring data.
- Remote desktop support & troubleshooting.
- Reporting to Hong Kong office, G.M. & Country Manager.
- Purchasing office materials (Mobiles, Laptops, Accessories, stationary etc.),
- Handling Patty Cash, Miscellaneous expenses like; stationary, kitchen, and office maintenance.

2005-2007

Aparna Trust (U.K.) MCIE New Delhi 110 044

Desktop Support / Admin Executive

- Maintain Server, Backup, Restoring, Troubleshooting etc

- Implemented training course for new recruiters — speeding profitability.
- Purchasing all kind particulars related to Computers only.
- Patty Cash, Miscellaneous expenses, office maintenance, stationary, take care AMC's etc.

Education

Post Graduate - 1st Div. [M.A. from- "History", Bundelkhand University (BU), Jhansi (U.P.)]

Graduate - 2nd Div. [B.A. from-"Math, Eng., History, Pol. Science", B.U, Jhansi (U.P)]

Intermediate - 2nd Div. [10+2 Science (Physic, Chemistry Math, English, Hindi, Jhansi (U.P.)]

Metric - 2nd Div. [10th Science Stream, Jhansi (Uttar Pradesh)]

Extra Qualification

1 **CCNA Course** -

2 **P.G.D.C.A (Post Graduate Diploma in Computer Applications)-**

From M.C.R.P.V. University, Bhopal (M.P.)

[Ms-Dos, Windows 2000/NT/XP, Ms-Office 2000/2003/XP (Ms-Word, Excel, Power Point, Access) Visual Basic, C, C++, VC++, Fox Pro 2.6, RDBMS, SAD, Internet, Multimedia, [E@Commerce](#), Basic All Necessary Applications/Software/Languages/ etc with PROJECT (Spare Parts).]

3 **D.C.A.(Diploma in Computer Applications)-**

From CEC Computer Education Institute, Jhansi (U.P)

[Fundamental, MS-DOS 7.2, WS 4.0, WS 7.0, DBMS 3rd+, Basic, Windows 3.1, MS-Office, C, Tally 4.5, 5.0, Page Maker, Photoshop etc.]

4 **Typing –**

English & Hindi Typing Diploma from 'Verma Typing Institute', Jhansi (60 wpm, 45 wpm.)

Personal Information

Name : Narayan Dass Chakarbarty

Father's Name : Late Shri Chunni Lal

Date of Birth : 20 May 1981

Sex : Male

Nationality : Indian

Residence : New Delhi

Address : B-1527, Gautampuri Phase-2, Behind Hanuman temple/Motherdairy, Near NTPC, Badarpur, New Delhi -110044

Signature

Date : 18/09/2020

N. D. Chakarbarty

