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SOUVIK LAHIRI

Address:

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**Since am Hearing impairment
Person if urgent then Please
sms to this mobile No
(9830113410)**

E-Mail:

Shouvik_lahiri@yahoo.co.in
shouviklahiri@hotmail.com

Personal Details

Sex: Male

Marital Status: Single

Preferences

Present Location: Kolkata
Can relocate anywhere.

Personal Skills:

Having physical disability in
hearing (Partial) and had no
problem in working with
team.

Despites physical disability
had excellent interpersonal
skills and the ability to work
in a team spirit

Ability to solve the problem
& go gather with team

Language know:

English, Hindi, Bengali

Salary:

Present CTC : 170450/-

Expected CTC :250000/-

(Negotiable)

Notice Period : Immediate Joining



Objective

Looking forward for a challenging and suitable assignment which gives career satisfaction,
Learning and thus play a modest role for the betterment of the Organization.

Employment History:

Total work experience : 15

Back Office Exp 11 yrs (Ms Word, Excel(Vlookup, Pivotal table), PowerPoint)

Graphic Exp 4yrs (Adobe Photoshop, Indesign, PageMaker, CorelDraw, Illustrator,
Dreamweaver, Partially had knowledge in Html 5)

Operating system Knowledge: Window & MAC

Educational Qualification

Bachelor Of commerce

University of Magadh

Year of passing: 1998 Percentage 59%

Master of commerce (C.A)

Annamalai university

Year of Passing: 2007 Percentage 54%

Diploma qualification

Diploma in computer science

Diploma in Desktop publishing(ITI)

Present Employer Details:

Working in Consulting Firm (Kolkata)

(On 13 August 2013 to still now)(serve notice to management)

Working as Present : **Senior Executive-Support**

Role –

- Ø Prepare MIS reporting and Vlookup job for the Daily report for client staff to department head and also for staffing department
- Ø Prepare New Candidates registration online portal for ESIC for client payroll staff.
- Ø Processing Pension claim and send to Pension Office
- Ø Looking after compliance work also.

Previous post **Executive- Support**

- Ø Role- Prepare MIS reporting and Vlookup job for the pension matter and esic matter for staff and client staff for department
- Ø Apart from this work looking after design work related to image editing, retouching, editing using Photoshop, Developed brochures design using PowerPoint, Visiting card make for company Staff.

Past Employer Details : –

Cygnus Advertising Pvt Ltd(Kolkata)

(Jan 2013 to July 2013)(Contract term)

Work as **DTP (on Contract basic)**

- Ø Role - work on leaflet, brochures design using the PowerPoint, Flyers. Reporting to chief designer. Software use Adobe PageMaker ver7, adobe indesign, CorelDraw

M/s Quantilas Consolium Pvt Ltd (Kolkata)(A division of G.S Software Pvt ltd)

Duration : Jan 2012 up to Dec 2012

Working as **Back office Executive**

- Ø Role formatting and editing in Ms word ,
- Ø Ms excel(Vlookup) work for report prepare day to day work and make Data conversion entry (OCR) for the Publishing file
- Ø Graphic work job using software Photoshop, Indesign, CorelDraw_for design flyers, posters for company separately. (Client was Geological survey of India , for uploading in website of the GIS), reporting to Project Manager

M/s GSP Pvt Ltd (Kolkata)

From June 2007 –May 2009

Work as **Back Executive**

- Ø Role- Was work in for the small Garment firm in Kolkata as a Back office executive cum Dtp operator using PageMaker and CorelDraw and some back office work in ms Excel, word , MIS report

M/s Creative Pvt ltd (Kolkata)

Duration –Sept 2005 till 2007 march

Designation – **DEO(Back Office)**

Roles:

- Ø To make the entries of the Data in concerned software
- Ø To do the entire data entry work and maintain the data update in Ms Excel
- Ø Prepare MIS report

M/s Info drive India Pvt Ltd (Bangalore)

Designation –**Senior Computer Operator**

Duration- May 2004 –June 2005

Roles:

- Ø Daily Data entry job for sales division in using Ms excel
- Ø Maintain same in excel file record
- Ø Make MIS Daily report of day to day work to Team leader.

M/s Panacea Technologies LTD (Bangalore)

Designation –**EDP (Executive)**

Duration- December 2001 –March 2004

Roles:

- Ø To do the entire data entry work and maintain the data update in the excel sheet.
- Ø To Coordinate with Account Division related to Data Entry job and same filled up in the special software

M/S SAMADHAN COMPUTER SYSTEM PVT LTD (Kolkata)

Designation –**Trainee Back Office**

Duration- June 06/1998 - September 9/2001

Work as Trainee account executive

- Ø Role - looking after the final account and Bill of statements, account receivable, bank transaction for One and half yrs apart from that Day to day Account maintain (Final a/c, Brs, Petty cash,) Manual work Only after that, making entry of the record, checking the data entry of the database in (FoxPro base software)

Place: Kolkata

Dated:

Souvik lahiri

