

ANIRBAN DAS

Date:

Contact Information

Address : Vill+Post-Dhamua, P.S-Magrahat, Dist-24pgs(S),
Pin-743610, State-West Bengal
Cell phone no : 9093133384
E-mail : dasanirban0012@gmail.com

Personal Information

Father's name : Gopinath Das
Date of birth : 02nd, of December, 1985.
Place of birth : Dhamua.
Citizenship : Indian.
Gender : Male.

Education

Exam.	Year of Passing	Board/University	% of Marks(approx)
LL.B.	2018	FAKIR MOHAN UNIVERSITY (BALASORE)	56.3%
B.SC	2010	Calcutta University	42.46%
HIGHER SECONDARY	2005	W.B.C.H.S.E.	41.9%
MADHYAMIK	2001	W.B.B.S.E.	64.87%

Languages known:

- Bengali, Hindi, English.

Extra Qualification:

- Completed Computer teacher training course (SITD).
- Completed Hardware and networking.
- Accounting Packages: TALLY (9.2) from **State Youth Centre.**

Employment History

- Worked at Uveil group of company from FEB. 2011- AUG. 2012 as a computer operator.
- Worked at Randstad India Ltd . As a Office Assistant at legal department. from FEB. 2013- FEB. 2014 as a computer operator.

Job Responsibility:

1. To enter in Agreement pending MIS fresh requisitions received
 2. To send the Agreement Pending MIS to Operations Department showing various summaries (Delay days, Recovery Bucket, Priority Basis, etc.)
 3. To acknowledge receipt of Agreements received by mail to Operations Department
 4. To manually check the agreements received whether they are completely filled up (Vehicle Regn. No., Model No. Engine No. Chassis No. etc.)
 5. Segregate the agreements for branches and Legal initiation from H.O.
 6. Send Soft Copy of complete agreements received to H.O Legal MIS for incorporating the same in the Legal MIS
 7. Provide daily tracker to H.O. MIS department for circulating to concerned persons
 8. Follow up with Operations Department for providing agreements to branches on urgent basis
 9. Responsible for Dispatching diff. types of Notarized & Other documents to Branch
 10. Scanning diff. types of documents
- Currently working in Poonawalla Fincorp Limited (Formally known as Magma Fincorp Limited) As a Executive at legal department. I've been working here since February 2014.

Job Responsibility:

1. Maintenance Legal MIS.
2. To prepare SOC.
3. To prepare Acceptance.
4. To prepare Minutes.
5. To prepare AD.
6. To prepare Award.
7. Payment updation.
8. To prepare Covering letter.
9. Sec-17 Order Mail Merge editing & Printing
10. Responsible for Dispatching diff. types of Summons, & Other documents to Party.

I hereby declare that the above-mentioned information are authentic and genuine and to the best of my knowledge. I understand that my CV will be treated as invalid in case of any incorrect information found.

Anirban Das