

SANTOSH BARMAN

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🌐 <https://santoshbarman.github.io/santosh.barman.github.io/>



CARREER OBJECTIVE

I want to be an integral part of an organization where I can contribute my skills to fulfill my job responsibilities. Also, I want opportunities to enhance my skills for organizational and personal growth.

SKILLS

- ❖ MS Excel, MS Word, Tally ERP9, HTML, CSS, JavaScript, SQL, JAVA, Networking, Computer Hardware.

EXPERIENCE

- ❖ Font-End Developer in SK IT Service (5th Mar 2018 - Present)
 - HTML
 - CSS
 - JavaScript
- ❖ Assistant Manager in Mohadev Crusher (2nd Nov 2019 – 15th Dec 2023)
 - Bill Accountability
 - Inventory Record
 - Cash Handling
 - Cheque & Cash Book Preparation
 - Stock Maintenance
 - Income & Expenditure Book Preparation
 - Maintaining Bank Reconciliation On Monthly Basis
 - Voucher Entries
 - Bank Entries
- ❖ Relationship Officer in Muthoot Microfin Ltd (13th Nov 2018 – 1st Aug 2019)
 - MS Excel
 - MS Word
 - Sales Loan & Products
 - Relationship management
 - Customer Service
 - Problem – Solving
 - Sales Target Achievement
 - Adaptability

ACADEMIC QUALIFICATIONS

- ❖ BCA from Acharya Nagarjuna University in 2017 with 75% Marks.
- ❖ XII-Sc from Dewanhat High School under WBBCHSE in 2014 with 46% Marks.
- ❖ Secondary X from Bhetaguri Chowpathi High School under WBBSE in 2012 with 42% Marks.

ADDITIONAL QUALIFICATION/CETIFICATIONS/ACHIEVEMENTS

- ❖ Diploma from Youth Computer Training Center in 2013 with 76.75% Marks.
- ❖ Tally ERP9 from Youth Computer Training Center in 2014 with 85% Marks.

STRENGTH & HOBBIES

- ❖ Hard & Smart Working.
- ❖ Honest & Punctual.
- ❖ Good Communication Skills.
- ❖ Story Reading , Teaching, Traveling , Listening songs.

PERSONAL DETAILS

- ❖ Father's Name : Gour Kanta Barman
- ❖ Date of Birth : 26/02/1996
- ❖ Gender : Male
- ❖ ADDRESS VILL : SINGIJANI (MAHAKAL DHAM), P.O- BHETAGURI, P.S- DINHATA,
DIST- COOCHBEHAR, PIN- 736134, WEST BENGAL , INDIA .
- ❖ Marital Status : Unmarried
- ❖ Language Known : Bengali , English & Hindi .

Date :

Signature :