

SANTOSH BARMAN

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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

- ❖ HTML, CSS, JavaScript, MySQL, MS PowerBI, Advance MS Excel, MS Word, Tally , Foxpro Cylinder Management System, Networking, Computer Hardware.

EXPERIENCE

- ❖ OFFICE ASSISTANT in MTC (INDIA) GASES PVT. LTD. (SILIGURI)
(31st JULY 2024 – Present)

- Bill Accountability .
- Inventory Record .
- Voucher Entries .
- Cash Handling .
- Stock Maintenance.
- Logsheet Maintain.
- Sale Data Record.
- Purchase Data Record.

- ❖ Front-End Developer in SK IT Service (Part Time) (COOCH BEHAR)
(5th Mar 2018 – 20th JAN 2024)

- HTML
- CSS
- JavaScript

- ❖ Assistant Manager in Mohadev Crusher (COOCH BEHAR)
(2nd Nov 2019 – 5th Apr 2024)

- Bill Accountability .
- Inventory Record .
- Cash Handling .
- Cheque & Cash Book Preparation.
- Stock Maintenance.
- Income & Expenditure Book Preparation.
- Maintaining Bank Reconciliation On Monthly Basis.
- Voucher Entries .

❖ Relationship Officer in Muthoot Microfin Ltd (JALPAIGURI)

(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.
- ❖ IT Security from Tata AIG in 2024 with 90% 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 :