

Curriculum Vitae

Personal Details

Name: Aman Chowdhury

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Mobile number: +91 9382712249

Martial Status: Unmarried



Summary

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Education Qualifications

Sr .No	Degree	Year	Board	Percentage
1.	10th	2017	WBCHSE	40%
2.	12th	2019	WBBSE	55.5%
3.	B.Com Hons	2022	WBSU	9.2 SGPA

Experience

Beumer Group Of India Private Ltd.

7 Months of experience of Administrative Support

Job Role

- Answering telephones and either taking messages or transferring the call to the correct employee
- Being responsible for the mailing system (ensure outgoing mail is sent and incoming mail gets received by the correct person)
- Ensuring transport vehicles reaches on time
- Arranging meeting with sub vendors and syndicate
- Preparing and editing memos, invoices and documents
- Performing basic payroll and bookkeeping duties
- Maintaining office requirement and other needs

Key Skills

1. Positive attitude towards work
2. Analytical abilities
3. Ms-word , Ms-excel , Outlook and other basics.
4. Good in Hindi & English
5. Critical Thinking
6. Flexible to work in any situation if needed

Languages

1. English
2. Hindi
3. Bengali

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Signature: