

CURRICULUM VITAE

Suman Das

Address : Ramnagar 6,

At : Shapar (Veraval),

Ta . : Kotda Sangani,

Dist. Rajkot, Pin : 360001

Gujarat, India.

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Profile

A Challenging Determined Graduate From Saurashtra University Rajkot With Good Communication Skill And Ready To Work Both Independently And As A Member Of A Team, Utilizing The Skills Acquired During My Course And Experience.

Management Skills

- Understanding The Situation Then Work According To Situation.
- Understanding The Human Being.
- Always Respect Other.
- Dedicated And Committed, Willing To Tack On Challenging Roles, Tough Assignments And Work To Tight Deadlines.

Language

- Fluency In English, Gujarati, Hindi & Bengali (Written As Well As Verbal).

Career Objective

To Make Opportunities For Personal And Professional Development As Well As To Contribute To The Organizations Effectiveness In Order To Tack The Organization To The Top Position Wherever I Work.

Education

1. Shree Field Marshal High School.

Grade-60%

Rajkot-360001, Gujarat

2. Shree Swaminarayan High School.

Commerce, Grade-53%

Rajkot-360001, Gujarat

3. Saurashtra University.

B.Com.

Rajkot-360001, Gujarat

Experience

- Sumangal Casting Pvt. Ltd.
Supervisor (Lock- Divison) – 2 Years.
- Bajaj Finance Ltd.
Admin Assistant (Administrator) - 3 Years.
- Tirth Agro Technology (Shaktiman) Pvt. Ltd.
Receptionist (Front Office Executive) – 1 Year
- Essen Specality Disposable LLP
HR Officer – 8 Months.
- Trackon Courier Pvt. Ltd.
Supervisor – 3 Years.
- Green Stock Advisory.
Tele Caller (Stock Market) - 3 Month.
- Green Ridge Tower.
Building Supervisor - 6 Month.

Strengths

Hardworking, Active, Committed To Work, Self Confidence, How To Tack Work Form Others.

Computer Proficiency

- Application : ASAP Software, Ms Office, Microsoft Word, Power Point, Internet
- Operating System : Windows 98, Windows XP, Windows 7, Windows 8/10.

Interests & Achievement

- I Interest In Creative Work.
- Participation In Various Events, Management Game, Debates, Group Discussion Etc.
- Active In The Social And Cultural Occasions As Well As In Virtual Community.

Leisure Interests

- Reading, Playing, Music, Traveling.

Personal Profile

Date Of Birth	:	21 th May 1994
Gender	:	Male
Marital Status	:	Unmarried
Language Adept At	:	English, Hindi & Gujarati, Bengali
Father's Name	:	Vimal S. Das
Nationality	:	Indian
Contact No.	:	+918866007705.

References

Available On Request

CERTIFICATION :

I, The Undersigned, Sumit Das Certify That, To The Best Of My Knowledge And Belief, The Above Mentioned Details Correctly Describe Me, My Qualifications And My Experience.

Place:

Date:

(SUMAN DAS)