**SUJIT KR. MUKHERJEE**

**Contact No. 9681318913**

**E-Mail : sujit7053@gmail.com**

**CAREER OBJECTIVE : Seeking a challenging opportunity in any aspect of position to utilize my skills and efforts with confidence to an organization, thereby adding value in pursuit of professional goals, constant learning growth and success.**

**WORK EXPERIENCE :**

**OFFSHOT AGENCY PVT.LTD.**

**Designation: Processing Associate**

**Duration: Seven Months of 2017.  
Responsibilities: Have to data entry in software and do the telecalling, tele-verification also.**

**NEXVAL INFOTECH PVT.LTD**

**Designation : Processing Associate**

Duration : 1St February 2012 to May 2012.  
**Responsibilities: Have to process and execute the mortgage loans in software.**

**SHELL TRANSOURCE LTD.**

**Designation : Back Office Assistant / Data Entry Operator**

Duration : 25 January 2007 – 20 March 2009

**Responsibilities :**

* **Crete Excel Data Base / Sheet**
* **Update & Checking Data Base**
* **Report Generation**
* **File in Excel Etc.**
* **Date Entry in Software.**
* **Up loading & Downloading e-mail Checking.**

**RAJ SOFT PVT LTD.**

**Designation: Data entry operator**

**Duration: Six months of 2011  
Responsibilities : Have to do the data entry work in software.**

**RENUKA MEDICAL HALL**

**Designation: Computer Operator**

**Duration: 15 February 2006 – 28 August 2006**

**Responsibilities :**

**Worked on Pharma Software**

* **Make Billing, Invoice Entry.**
* **Monthly & yearly Repot Generation.**
* **Debit & Credit Entry, Per day Sales Entry.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Institute/ University** | **Percentage / Marks** | **Year of passing** |
| **B.SC** | **Howrah Narasinha Dutta College / Calcutta university** | Pass 50% | 2001 |
| **12th** | **Garalgacha High School / W.B.C.H.S.E** | II Division 50% | 1997 |
| **10th** | **W.B.B.S.E** | 1st Division 65% | 1995 |

**Technical Skills**

Languages : **HTML, DHTML, V.B.NET, C++, SQl, JAVA**

Database : **RDBMS, DBMS**

**Application Software** : **MS-Dos, MS Office, 2001, Internet, Web and**

**Also Made a Project by the help of VB.NET**

**Typing Speed : 45 W.P.M**

**Operating System** : **Windows 9X / 2000 / Xp**

**Professional Details**

**Father’s Name : Lt. Samir Kr. Mukherjee**

**Date of Birth : 24th October 1978**

**Sex : Male**

**Marital Status : Single**

**Nationality : Indian**

**Religion : Hindu**

**Mother Tangue : Bengali**

**Languages Known : English, Hindi and Bengali**

**Address : C/O, Samir Kr Mukherjee**

**Village and Post- Garalgacha, Dist- Hooghly**

**P.S- Chanditala, Pin code – 712708**

**Hobies : Reading Books and Playing Computer Games,**

**Strength : Hard Working and Punctuality and Honesty.**

Date : --------------------------------------------------

**S I G N A T U R E**

Place :

info@oneoutsource.com