

# RESUME

**NAME : BIKASH ROY**

**PERMANENT ADDRESS:**

Rajib Nagar, Darjeeling More,

P.O/P.S- Pradhan Nagar,

Dist: Darjeeling – 734003

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**PERSONAL DETAILS:**

- Father's Name : Rajkumar Roy
- Date of Birth : 6<sup>th</sup>-Nov-1990
- Marital Status : Unmarried
- Gender : Male
- Nationality : Indian
- Religion : Hindu
- Languages Known : Bengali, Hindi, English & Nepali

**EDUCATION QUALIFICATION:**

1. Class 10<sup>th</sup> Passed in 2007
2. Class 12<sup>th</sup> Passed in 2009

**EXTRA QUALIFICATION:**

1. Computer Basic Knowledge, Tally – ERP 9.
2. Diploma in Excel .

**MANAGERIAL SKILLS:**

1. Strong Communication and interpersonal skills.
2. Ability to work independently as well as in Team Environment.
3. Ability to tackle new challenges.
4. Strong leadership qualities.

**WORKING EXPERIENCE:**

1. Worked as a senior Associate in First Source Pvt. Ltd. for 24<sup>th</sup> Months.
2. Experience as an Electrician (Domestic).
3. Now working as a Data Operator & Accountants Management in Goswami Optics.

**STRENGTHS:**

1. Sincerity, Honesty and remarkable Patience.
2. Adaptability to work at different environment.
3. Quick learner and pleasing personality.

**DECLARATION:**

I do hereby declare that all the statement made in the above application are true and correct to the best of my knowledge and belief.

Date:

Place: Siliguri

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(BIKASH ROY)