**CURRICULUM VITAE**

**Name- Pilu Roy**

[Email-ID-piluroy1985@gmail.com](mailto:Email-ID-piluroy1985@gmail.com)

PH-9007708305/6289792638

West Bengal, India

**Objective-**

As an Office executive I want to coordinate and control all activities in an Office effectively and efficiently which would help the organization to achieve its objectives and goals which will bring highest customer satisfaction and delight.

**Work Experience**:

**Name of the Company: VE Commercial Vehicles Ltd.**

**(A Volvo Group and Eicher Motors joint venture)**

Designation: Sale Process Coordinator

Period: From November 2018 to till date.

Responsibility: Manage and support any system related issues.

**Name of the Company: Ashok Leyland Ltd.**

Designation: Executive Sales Support

Period: From February 2009 to November 2018

Responsibility: **Complete Back office /Admin support** –

Selection process short listed, making interview schedule, Organize and schedule meetings and appointments. Attending phone calls, answering queries. Maintain contact lists. Produce and distribute correspondence memos, letters and forms.Assist in the preparation of regularly schedule reports. Maintain filing system.

Order office supplies. Book travel arrangements. Submit and reconcile expense reports. Coordinating with vendors for purchase & payments. Maintain and follow-up daily sales reports.

Coordinate repairs to office equipment. Maintain up to date employee attendance records.

**Name of the Company**: **The Institute of Computer Accountants**

Designation: CRM Executive

Period: From 07.06.2007 to Jan 2009

Responsibility: Work on course queries, student feedback, center follow-ups and handling all India transfer policy and transfer related problems and queries.

**Name of the Company:** **M/s. Usha Netcom Pvt. Ltd. (Conglomerate of Reliance Communication & Infrastructure Ltd. Under singed)**

Designation: Office Executive

Period: From Oct.2006 to June 2007

Responsibility: Maintenance of administrative files. Customer support related to product & problem related queries, various data entry.

**ACAMEDIC QUALIFICATION**:

**Name of Examination Pursuing MBA in HRM**

Board Pondicherry University

Name of the Institution St. Xavier’s Collage

**Name of Examination Bachelor of Arts**

Board Calcutta University

Name of the Institution Vivekananda Collage

Year 2005

**Name of Examination Higher Secondary Exam**

Board W.B.C.H.S.E

Name of the Institution Vivekananda Collage

Year 2002

**Name of Examination Secondary Exam**

Board W. B.B.S.E.

Name of the Institution Barisha Girls High School

Year 2000

**PERSONAL PROFILE**:

Sex: Female

Marital Status: Marred

Nationality: Indian

**Social Skills and** I’m capable for working with other people and

**Competences** Team work in essential are very important for me

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**Technical Skills and** I have a good knowledge for Microsoft Office Package

**Competences** (Word, Power Point), Advance Excel Internet Explorer, SAP.

**Personality traits** Positive thinking and goal oriented, hardworking ability in any condition, and situation, maintain punctuality in every step of life.

**Language spoken** ENGLISH (READ, WRITE, SPEAK)

HINDI (READ, WRITE, SPEAK)

BENGALI (READ, WRITE, SPEAK)

**Interests:**

**Listening Music & Horticultural**

**Reading Books- Novel, short stories**

**About Me:**

I am a person with positive attitude, capable to handle any kind of office work, with responsibility, and my moto is to upgrade myself in any situation in any form it comes.

Current Salary: 25440 / P.M.

Expected Salary: Negotiable

Notice period: 30 Day’s (1 Month)

Total Experience: 12 years.

**I hereby, solemnly declare that all the information given above is true and correct to the best of my knowledge and belief.**

**Date:**

**Place: Kolkata (Signature)**