

CURRICULUM VITAE

Hemanta Modak

C/O: Late Sanat Kumar Modak
P.O - Krishnarampur, P.S -Chanditala,

Dist -Hooghly, Pin-712702
West Bengal

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CAREER OBJECTIVE:

To be a part of your team where I can widely explore my experience by hardworking, creativity, punctuality and thus improving my skills and performance by training to smooth function.

To be associated with the progressive organization, which gives me a challenging assignment to apply my knowledge, skills and to actively involve myself in the successful growth of the Organization.

WORK EXPERIENCE

1. **Company:** Frontline(NCR) Business Solutions Pvt.Ltd.
Naktala, Kolkata-47

From **02nd Jun 2018** to **till now...**

Roles and Responsibilities:

- New employee joining and complete all joining formalities.
- Employee resignation process and complete all formalities.
- Employee ID cards issue.
- Prepare bank formalities to open new employee salary account.
- Update all employee details regularly.
- Prepare employee Conveyance/Claim sheet.
- Prepare Attendance(ROTA) in regular basis.
- Prepare employee Salary Sheet in the end of the month very carefully and properly.
- Create employee Pay-Slip.
- Update employee related all data regularly in official tracker.

- Update employee KYC(for PF).
- Solve the problems of employees in very honestly and carefully.
- Cooperate with the employee in different issue.
- Send e-mail in office purpose(Like: Offer letter/Joining letter of New Emp., Transfer letter, Experience letter etc.), and other official purpose in regular basis...

(Have **Two Years** job experience in this company as a **HR-Executive**)

2. Company: People's Wholesale Shop
Ramrajatala, Howrah.

From 01st January 2009 to 28th February 2010

Roles and Responsibilities:

- Medicine stock maintain regular basis.
- Retail & Wholesale work.
- Maintain expire breakage.

(Have **One Year & One Month** job experience in this company as a **Store Keeper**)

ACADEMIC QUALIFICATION :

- Completed Secondary in 2005 from W.B.B.S.E. with 52% marks.
- Completed Higher Secondary in 2007 from W.B.C.H.S.E. with 47% marks.
- Completed Graduation(BA) in 2015 from N.S.O.U. with 59% marks.

COMPUTER KNOWLEDGE :

- Diploma in "INFORMATION TECHNOLOGY APPLICATION" (One Year) from "Youth Computer Training Centre" in the year 2008-09.
- Have knowledge of **Computer Typing**.

EXTRA QUALIFICATION :

- Vocational course of the trade **AUTOMOBILE CHASSIS PAINTING & MAINTENANCE** (6 Month) from **West Bengal State Council Of Vocational Education & Training** in 2008.
- Complete **Sales Consultant Course (QP No. – ASC/Q1001)** on **AUTOMOBILE** from **GOVERNMENT OF INDIA MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP** in 2009.
- Know **4-Wheel Driving** and have validate **Driving License** issued by WB Govt. in 2016.

ACHIEVEMENTS :

- Attend **West Bengal Police** recruitment examination in the year **2010-2011** and have qualified **PMT & PET** and also qualified written examination 2011.
- Attend **West Bengal Police** recruitment examination in the year **2015-2016** and have qualified **PMT & PET** .
- Attend the written examination of **Bank Of Baroda** recruitment in the year **2017** and my marks was very close to the cut of marks.
- Attend **West Bengal Police** recruitment in the year **2019** and qualified the written test.

INTERESTS & HOBBIES:

- Playing Cricket .
- Listening Music .
- Net Surfing .
- Reading Books.
- Riding a Bike.
- Driving a Car.

PERSONAL DETAILS :

Name : Hemanta Modak

Father's Name : Late Sanat Kumar Modak

Date of birth : 10th November,1989

Address : VILL- Krishnarampur, P.O.- Krishnarampur, P.S.- Chanditala DIST.-
Hooghly, STATE- West Bengal, PIN- 712702

Nationality : Indian

Religion : Hindu

Gender : Male

Marital Status : Unmarried

Languages Known : Bengali , English & Hindi .

DECLARATION:

I, Hemanta Modak do hereby declare that the information given above is correct & true to the best of my knowledge & belief.

DATE :

Sincerely,

PLACE :

Hemanta Modak

