

BIO-DATA



Name: - SIDDHARTHA BAIDYA

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Present/ Permanent Address

Bankim kanan, Chinsurah R.S, Hooghly, West Bengal, Pin-712102

CAREER OBJECTIVE

To seek for opportunity to work with an organization that will provide me a platform to utilize my knowledge and this would enable me to grow while fulfilling organizational goals.

ACADEMIC QUALIFICATONS

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	GRADE
10 th	TBSE	2015	A
12 th	TBSE	2018	B
Graduation	MAKAUT	Passing	-

EXPERIENCE

- ↓ Date:- 05.06.2018 to 04.04.2019
- ↓ Company Name: - Inspirora Technologies Pvt.Ltd.
- ↓ Post:- In-charge
- ↓ Take care of full distribution circle, Credit Note/Debit Note process, Staff Management, Payment Process.

TECHNICAL SKILLS

- ↓ Having knowledge in MS Office tools.
- ↓ Knowledge of Billing Software (SAP, CBO, MARG etc.)

PERSONAL TRAITS

- ↓ Quick learning and understanding of system.
- ↓ Determine to do hard work in order to achieve goals.
- ↓ Having positive attitude with problem solving ability.

PERSONAL DETAILS

Father's Name: - RATAN BAIDYA

Date of Birth: - 06/07/1998

Language Known: - English, Bengali, Hindi

Marital Status: - Unmarried

Nationality: - Indian

DECLARATION:

I hereby declared that all the above information are true to the best of my knowledge and belief.

PLACE-

DATE-

Siddhartha Baidya
SIGNATURE