

# PAWROKH DASS

11, Dr. Sundari Mohan Avenue Kolkata 700014 · 7980215969

[pawrokh@gmail.com](mailto:pawrokh@gmail.com)

Seeking an exposure in your organization which while being resourceful and innovative, will provide me an opportunity to utilize and enrich my knowledge.

## EXPERIENCE

**AUGUST 01,2019 – AUGUST 31,2020**

**HUMAN RESOURCE MANAGER**, CAERUS IT CONSULTING PRIVATE LIMITED

To take care of the welfare of the company as-well as the employees.

Disbursement of salaries of employees.

Timely payment of T.D.S. and company rent.

P-tax payment.

Procuring quotations, preparing purchase orders, keep track of payments.

**DECEMBER 15,2016 – JULY 15,2019**

**ADMINISTRATOR**, NIV EDUCATIONAL INSTITUTE

Maintaining monthly records.

Disbursement of salaries.

Inspection of inventories.

Collection of monthly receipts from chronicles.

## EDUCATION

**JULY 2017**

**B.COM(FINANCE)**, THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

Secured 48.33 %

**MAY 2012**

**ISC**, LA MARTINIERE FOR BOYS

Secured 70%

**MAY 2012**

**ICSE**, LA MARTINIERE FOR BOYS

Secured 80%

## **SKILLS**

- Good communication skills, optimistic and positive attitude.
- Quick Learner and Team player.
- Flexible and smart worker.
- Leadership

## **TECHNICAL PROFICIENCY**

- MICROSOFT OFFICE

## **ACTIVITIES**

- Painting.
- Trekking.

## **ACHIEVEMENTS**

- Completed several national level treks with Youth Hostel Association of India
- Graduated in drawing and painting at Bangya Sangeet Kala Kendra.

## **DECLARATION**

I am keen to continue my career and prepared to work hard in order to achieve my company objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Place: KOLKATA

Date:

**(Pawrokh Dass)**