

Curriculum Vitae

Saha Bappi

Email: bappisaha47@gmail.com

Phone no:9154492745,9642736175

Address for communication

SAHA BAPPI,

D-No.21-50-27,

Konavani Palm,

Pedagantyada (Post),

Visakhapatnam – 530044

Professional Objective

Looking for a challenging position in a dynamic Organization which can utilize my potential to its full extent, where is a need to share board co-operative efforts through sound creativity and specialization for the all round development of Self, the Organization, in a professional way.

Academic Qualification.

- BA (History) - 2009-12 Magadha University, Patna, Bihar.

Professional Experience:

Record Executive - BRANDIX APPRAL INDIA, Atchyuthapuram 03 -11-2009 to 12-08-2010

- Garment Checking regularly
- Data entry
- Trim card preparation

Supervisor cum data entry - INSPIARK SOFTWARE STUDIOS PVT LTD 02-10-2010 to 05-02-2012

- Data entry
- Filing all documents related to the ship
- Book keeping

Supervisor - Sri Sai Lakshmi engineering works 22-08-2012 to-16-04-2017

- Material in and out section
- Gate pass issue to labour
- Store material

Supervisor - GAJA engineering Pvt Ltd 08-07-2017 till date

- Gate pass section
- Material in and out

Computer skills:

- Strong knowledge of Microsoft Word, Excel, PowerPoint
- Good knowledge in Internet
- AutoCAD designing in mechanical

Personal Abilities

- Quick learner.
- Willingness to undertake routine tasks
- Ability to follow instructions with the willingness to use own initiative where necessary
- Able to work in multi disciplinary environment
- Good in communication and problem resolving and liasoning.
- Flexible and able to adjust in any situation
- Able to work under time pressure and meet the dead lines.

Languages Known:

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| English | ✓ | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ |
| Telugu | | | ✓ |
| Bengali | | | ✓ |

Personal Details

Father Name : Sushil saha
Date of Birth : 17th Aug 1990
Nationality : Indian
Religion : Hindu
Marital status : Unmarried

Declaration:

I here by declare that the information given is true to the best of my knowledge.

Place : Visakhapatnam

Date :

(Saha Bappi)