

Subhadeep Majumder

196F/9 Picnic garden Road

Kolkata - 700039

Voice: 033 23446238 (Residence)

08335958924 (Mobile)

09874448073 (Mobile)

Email: subhadeepmajumder12@gmail.com

SUMMARY:

1. Dedicated Manager with Admin experience. Developed leadership and communication skills in 3-year career. Prioritize building relationships with clients and successfully encourage all admin team members to take approach.
2. Good communication skills in both written and spoken; routinely produce and update technical documentation; responsible team player and creative self-starter always striving for technical excellence; easy going personality and ability to perform under pressure.
3. At present working as a Admin Manager.

SKILL SET:

- Experienced Manager and Team Leader
- Employee Management
- Good communication skills, both written and oral
- Critical thinking and talented multitasked
- Employee relations , teamwork and collaboration

EMPLOYMENT HISTORY:

1. *Royal Diagnostic Center*
Admin Executive (2017-2018)
2. *Partha Educational Institutions.*
Admin Manager (2018 –2021).

EXPERIENCE SUMMARY:

Royal Diagnostic Center **(2017-2018)**

Royal Diagnostic Center is a famous diagnostic center in Picnic Garden. Working over there was my first experience in outside world as an admin executive. They have great technicians for all kind of health diagnosis.

(2018- March,2021)

Education: B.COM (ACCOUNTS HONOURS)

1	Name	: Subhadeep Majumder
2	Father's name	: Jagadish Majumder
3	Date Of Birth	: 1 st July, 1996
4	Marital Status	: Unmarried
5	Languages known	: Bengali , English , Hindi
6	Permanent Address	: 196F/9 Picnic Garden Road , Kolkata : 700039
7	Nationality	: Indian

Current Location : Kolkata, West Bengal.

- Always working towards achieving ambitious corporate objectives and goals.
- Always strive to achieve high quality standards and timely completion in work involved.
- Always keeping abreast of current technologies, ideas, and what is happening in the industry.

(Subhadeep Mamjuder.)