

# CURRICULUM VITAE

## RAJU SANPUI

DOB- 13th December, 1981

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### Objective :

To work in a professional organization with full determination & Dedication to improve my professional skill & to achieve organizational as well as individual goal.

### Education :

- 1) Passed Madhyamik from Langal Beria Surath Smriti Vidya Mandir in the year 1998.
- 2) Passed Higher Secondary from Gobindapur Ratneswar High School in the Year 2001.

### Courses Attended :

#### COM-TECH COMPUTER EDUCATION CENTRE

- 1) PageMaker 6.5 & 7, Corel draw 14 &15, Photoshop 7 & 15, Math Type, Bengali STM Software.

#### YOUTH COMPUTER TRAINING CENTRE (BARUIPUR)

- 1) **A Certificate Course in Information Technology Application** (Dos, Windows, Word, Excel and Foxpro).

#### NIELIT (JADAVPUR UNIVERSITY CAMPUS)

- 1) **Certificate & Advance in Financial Accounting.** I know Microsoft Office 2010 and Tally.ERP9 (VAT, CST, Service Tax, TDS, TCS, Job Costing, Manufacturing Journal, POS Invoice, Price Level, Payroll etc.)

#### COM-TECH COMPUTER EDUCATION CENTRE

- 2) PageMaker 6.5 & 7, Corel draw 14 &15, Photoshop 7 & 15, Math Type, Bengali STM Software.

### Experience Profile :

**Current :** Now I am Working in Educational Centre namely "**PATHFINDER HIGHER SECONDARY PUBLIC SCHOOL**" at Hazra from June, 2015 to to till date as a "**D.T.P Operatore**".

**Previous :** I Worked in Publishing house namely "**BEST BOOKS**" at College St. from November, 2007 to to May, 2015 as a "**D.T.P Operatore**".

**Job Profile :**

Composing Books in Bengali, English & Hindi and Cover Design.  
Typing Speed English 45-50, Bengali 45-50, Hindi 20-25.  
Maintain Accounts in Tally.ERP9 and billing, challan in Excell.

**Initiative :**

Done Social Service with Naba Jubok Jangha like Health cheake up camp, Eye care Camp. Relief Camp.

**Strengths :**

- A. Communication Skills (Bengali, Hindi)
- B. Team Work abilities.
- C. Analytical Concepts.

**Personal Profile :**

Smart, Friendly, Honest, Enthusiastic & Energetic.

**Interests :**

Reading Books, Net Surfing, Listening to Music.

**Location :**

Kolkata

**Joining Time :**

Periods of 15 days.

Place- Kolkata

Date : 17.02.2019

Please contact with me by mail and Mobile.

Raju Sanpui

Signature