

# 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 :

#### YOUTH COMPUTER TRAINING CENTRE (BARUIPUR)

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

#### COM-TECH COMPUTER EDUCATION CENTRE

- 1) PageMaker 6.5 & 7, CorelDraw, Photoshop, Math Type, STM.

#### NIELIT (JADAVPUR UNIVERSITY CAMPUS)

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

### Experience Profile :

**Current :** I am Working in Educational Centre namely "**PATHFINDER**" at Hazra from June, 2015 to till date as a "D.T.P Operator".

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

**Job Profile :**

Composing Books & Class Test Paper, Cover Design, Visiting Card, Flex.

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- Baruipur

Date : 23.04.2019

Please contact with me by mail and Mobile.

*Raju Sanpui*

Signature