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**SOURAV PODDARCurriculum Vitae**

**8918344019/9609995602**

**OBJECTIVE**

To secure a position and share my knowledge for the growth and development of the organisation.

**EDUCATIONAL QUALIFICATION**

1.matriculation (10TH ) From W.B.B.S.E in 2003 with **65%.**

2.Higher secondary (10+2) from **W.B.C.H.S.E**  with **P.C.B** in 2005 with **70%.**

3. B.lib from **Utkal University** in 2011 with **55%**

4.Graduation ( history)from **N.B.U** in 2009 with arts **55%..**

5. M.l.i.s from j.n.u jodhpur in 2014 with **60% .**

6. .Diploma in Computer application in 2009 with 80%.

**COMPUTER SKILLS**

1. Software knowledge in libwiz& Library manager,e-Granthalaya.

 2. Type speed: 30 word/minute

 3. Knowledge in M.S word, excel, internet .

 4. Power Point Presentation.

**RESPONSIBILITY**

 1. Team handling

 2. Power point Presentation

 3. Maintenance Excell MS Word

**STRENGTH**

1. Excellent written & communication skills in English.
2. Honest.
3. Kind.
4. Loving and caring.
5. Strict when required.

**PERSONAL INFORMATION :**

**NAME** : SOURAV PODDAR.

**FATHER’SNAME**  : LATE BHUPESH PODDAR.

**DOB** :12/03/1988

**EMAIL** : poddarsourav80@gmail.com

**CONTACT NO** : 8373831134/8918344019

**GENDER** :MALE

**EXPERIENCE :**

1. 2 yrs experience in ABM as a Team Leader ( Call Center ).From 2012 to 2014.

2. 4 yrs experience in The Holly Angeles English Academy as a **PRT**

 From 2018 to 2020.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

 (SOURAV PODDAR)

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Signature