

PARKSHIT BISWAS

Date of Birth- 30 Nov 1995.

Email id -parikshitcivil369@gmail.com Mobile No: 9851265608/9933975137

Present Address:

Maheshpur (biswanath more), PO- Mokdumpur, PS- English Bazar, Dist –Malda,
PIN -732103, West Bengal

CAREER OBJECTIVE

To join an organization, which provides career growth by offering challenging work, hardworking ,honest always try to team and gain experience from any work I am offering myself as an Administration, Clerk, Accountant and Office Manager I am confident that in a professionally managed organization like yours Committed to growth, I can produce output of High caliber in a Well organized way. I also stand to gain in a challenging atmosphere of your organization, by better utilization of my talents for better prospects have enclosed my detailed Curriculum Vitae. If given a chance we serve the organization to the best of my ability and capacity.

LOCATION PREFERENCE

Anywhere in West Bengal

WORK EXPERIENCE

- Senior ART and CRAFT teacher in CHITRANKAN
JUNE2020toAUG 2022
- Site Engineer as for the company of Simplex infrastructure Pvt Ltd

STRENGTHS

- ✓ Self discipline
- ✓ Hard working and strong desire to come up
- ✓ Good communication and analytical skills, confident and hard working
- ✓ Excellent PC skills to be able to prepare reports and required documentation
- ✓ Good at relationship building and able to prioritize work proactively and productively
- ✓ Proficient AUTO CAD MS Word, MS Excel MS Office, MS Power Pont, Computer fundamentals, Hardware ,Software & Internet Applications

EDUCATION QUALIFICATION

DEGREE	BOARD	YEAR OF PASSING	% OF MARKS
10TH	WBBSE	2012	62.00
H.S.	WBCHSE	2014	52.20
B.TECH	MAKAUT	2019	73.33

ADDITIONAL QUALIFICATION

- ✓ Master's in art
- ✓ Diploma in Computer

PERSONALITY TRAITS

- ✓ Can do attitude.
- ✓ Willing to work in corporate environment
- ✓ Excellent in situation handling
- ✓ Problem solving capability.
- ✓ Capable of giving Excellent Support to Customer Service in a manner well appreciated by the Clients
- ✓ Strong Analytical Leadership, and People Management skills

CHEF ACCOMPLISHMENTS

Always have been successful in maintain healthy relationship with employees and building trust with them t has helped the organization to know the real feedback and has helped in retaining quality professional

INTEREST AND HOBBIES

- ✓ Do something special for department, employer or self.
- ✓ Book reading.
- ✓ Listening music

LANGUAGE

- Bengal- Read, Write and Speak
- English- Read, Write and Speak not fluently
- Hindi - Read and speak

PERSONAL DATA

- ❖ Father Name -Ram Chandra Biswas
- ❖ Mother Name -Jaya Biswas
- ❖ Nationality - Indian
- ❖ Blood Gp -B+
- ❖ Religious -Hindu
- ❖ Mother Tongue -Bengali
- ❖ Caste -sc
- ❖ Marital Status -Unmarried
- ❖ Sex - Male

CERTIFICATION

The undersigned certify that to the best of my knowledge and belief, these data correctly Describe me, my qualification and my experience

Dated -03 june 2023

