

# CURRICULAM VITAE

## Moon Bhowmik

Belakoba, Vivekananda Colony, P.O.- Prasannanagar,  
Dist. - Jalpaiguri, State - West Bengal  
Pin - 735133 , Ph no - 8637881402  
Email - [moonbhowmik93@gmail.com](mailto:moonbhowmik93@gmail.com)



### Professional Career:

Data Entry Operator in Ration Card Life Cycle Management  
Duration : 13th January 2014 to 5th August 2019

### JOB RESPONSIBILITIES:

- Computerizing Data in a informative way.
- Dealing with public and providing information about the ration card management service as per their requirement.
- Preparing formats in excel, official letters in word and some official works.
- Mailing official documents and working in official software.

### Qualification:

2015	B.Ed from ACHARYA NAGARJUNA UNIVERSITY	73.58%
2014	Bachelor of Science in Pure Science General from SILIGURI COLLEGE	51.33%
2011	Higher Secondary (10+2) from BANIMANDIR RAILWAY HIGH SCHOOL	60.66%
2009	Madhyamik (10)from NJP RAILWAY GIRLS' HIGH SCHOOL	75.25%

### Computer Knowledge:

- DITA from Youth Computer Centre, Siliguri.
- CITA from Youth Computer Centre, Siliguri.

### Personal Details:

<b>Name</b>	Moon Bhowmik	<b>Date of Birth</b>	11/10/1993
<b>Gender</b>	Female	<b>Age</b>	29
<b>Nationality</b>	Indian	<b>Religion</b>	Hindu
<b>Father's Name</b>	Pradip Bhowmik	<b>E-mail</b>	<a href="mailto:moonbhowmik93@gmail.com">moonbhowmik93@gmail.com</a>

### Others:

<b>Languages known</b>	English, Bengali, Hindi
<b>Hobbies</b>	Recitation Singing Drawing Reading books
<b>Other Interests</b>	Travelling in new places

### Declaration:

I do hereby declare that the above-mentioned information are true and correct to the best of my knowledge and belief.

Place: Belakoba

Date:

Moon Bhowmik