

GIRIBALA BALMIKI

3/40 (326) Vivek Nagar Jheel Road
Garfa, Kolkata:700075

Mail: giribala.s86@gmail.com
Contact: 9874171744



WORK

EXPERIENCE

Hp World (Softlink Technologies)

Oct 2008 to Oct 2018

Customer Care and Store Manager

- Sales, Purchase, Maintaining in private and Government Sector.
- Tendering.
- Accounting, Billing.
- Customer Service.

N.K.Enterprice

Feb 2019 to Nov 2019

Junior Accounts Executive

- Accounts maintaining, billing, Filing, Party Ledger maintaining Etc.

Global Power Source India Pvt Ltd

Jan 2020 to May 2020

Logistics

- Mailing, Order Confirm, Stock maintaining, Product despatch

QUALIFICATION

B.A (ARTS)

Muralidhar for Glrls, CALCUTTA UNIVERCITY-Kolkata West Bengal

2005 to 2008

Higher Secondary (ARTS)

Rishi Aurobinda for Glrls SCHOOL, Kolkata West Bengal

2002 to 2004

Secondary (Madhyamik)

Rishi Aurobinda for Glrls SCHOOL, Kolkata West Bengal

2002

INTERESTS

Travelling, Singing, Painting, Book reading, ETC.

ADDITIONAL INFORMATION

Proficiency in MS OFFICE, Good Knowledge in TALLY ERP9, Good Knowledge in NET ASSETE

Fair knowledge of Computer, Hardware.

Bharatnatyam Dancer of Diksha Manjari Dance Academy Behala.

Language Known: HINDI, ENGLISH, BENGALI

