



Supriyo Chakraborty

Office Assistant

Profile

Productive office assistant with 7 years of experience. Has organized nature, skill in prioritizing tasks and excellent time management. Proficient in managing physical and digital records. Reliable and professional with dedication to fantastic service.

Employment History

Time Office Assistant at Shyam Sunder Mahto, Ranchi

April 2016 – Present

- Handling incoming calls and other communications.
- Updating paperwork, maintaining documents and word processing.
- Creating, maintaining, and entering information into databases.
- Maintaining office equipment as needed.

Education

I.Sc., Balika Vidya Mandir, Jharia, Dhanbad

March 2012 – March 2014

Marticulation, D.A.V Public School, Sindri, Dhanbad

March 2012

References

Shyam Sunder Mahto from Aditya Birla Hindalco, Muri

+91 9507035157

Details

Mukunda, Jharia, Dhanbad,
Jharkhand, 828201

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Skills

Leadership Quality

Time Management

Teamwork

Fast Learner

Communication Skills

Data Entry

Scheduling Skills

Microsoft Office

Languages

English

Hindi

Bengali

Hobbies

Traveling, Singing, Workout,
Cooking.