

SUVAYAN BASAK

Address: 11/7 Durga Bari Road, Dum Dum
Cantonment, Kolkata -700028.

Contact No. - +91 7686862100

E-mail: tony.redcarpet@gmail.com

Objective: To seek challenging assignment and responsibility, with an opportunity for growth and career advancement along with effectively contributing to the growth of organization.

Business Exposure:

Organization: Patra Tour and Travels Pvt. Ltd. (Tours & travels organization)

Designation: Marketing Department Manager

Job profile as follows:

- Manage tours of passengers.
- Ticket booking & other travel arrangements.
2009

Organization: TATA AIG (Insurance – Third Party Pay Role)

Designation: HR & Supervisor

Job profile as follows:

- Recruit candidates for the organization & document verification
- Handling transferred calls to close.

Organization: Birla Sun Life (Insurance & Mutual Fund – Third Party Pay Role)

Designation: Telesales

Job profile as follows:

- Coordinate with clients from given database.
- Visit customer place for verification purpose.

Organization: Dainik Bangla (News Press)

Designation: Photographer, Reporter & Marketing

Job profile as follows:

- Collect daily pictures from incident spots for printing.
- Reporting about the incidents of collected pictures.

Own Projects:

- Promotional Video for **Flixbug**
- YouTube Promotional Video for **IEL** (Institute of English Learning)
- Wedding Teaser & Video Editing projects for **Studio Creative Dristi**

Software Proficiency:

- Diploma in **Hardware & Networking**
- Specialization in **Photography**
- Operating Systems – **Windows10**
- MS Office Proficiency - **Word, Excel, PowerPoint, Outlook – 2013**
- Specialization in **Adobe(2020) Premiere Pro, Photoshop, Audition, After Effects, DaVinci Resolve(17.1)**

Educational Qualification:

Matriculation from **WBBSE, West Bengal**, in the year 2010 (*Kamalapur Kamala Vidyapith*)

Intermediate from **WBBHSE, West Bengal**, in the year 2012 (*Kamalapur Kamala Vidyapith*)

B.S.C. from **Calcutta University, Kolkata, West Bengal** (*Vidyasagar College*)

Courses Attended:

- ✓ Completed course of **Hardware & Networking** in 2010.
- ✓ Completed course of **Photography & Videography** in 2018.
- ✓ **Photo & Video Editing** course in 2020.
- ✓ Pursuing **DCA (Diploma in Computer Application)**
- ✓ **Typing Speed** in English 30/min.

Personal Profile:

Date of Birth: *8th August, 1992*

Gender: *Male*

Nationality: *Indian*

Marital Status: *Married*

Languages Known: *English, Hindi and Bengali*

Interests & Activities: *Internet Surfing, Photography, Cinematography, Editing*

Extra-Curricular Activities: *Listening to Songs*

Future View:

An organization setup to motivate the society with new & fruitful thoughts, which will lead us to a modern but cultured surroundings, where the brightness of Sun will always be reflected. Making motivational notes through short clippings which will help us to make a better world beside us.

Date:

Place: *...Kolkata...*

Signature.....