



DOB-5<sup>TH</sup> March1990

## SAURAV MAJUMDAR

Male

Contact -- +919800396962/8789608049

E-mail --[sauravmajumdar4@gmail.com](mailto:sauravmajumdar4@gmail.com)

### Skills

- Ability to support & sustain a positive work environment that fosters team performance.
- Highly motivated & energetic with good coordination & analytical skills.
- Ability to learn quickly & work under stress & adverse condition.

### Education

- Diploma(2014)                      Yuva Computer Saksharata Mission  
Computer Application
- Diploma (2012)                      George Telegraph Training Institute  
Automobile Engineering
- 12<sup>th</sup> (2007)                              Mollarpur High School
- 10<sup>th</sup> (2005)                              Mollarpur DDSN High School

### Experience

- HR Executive                              Handling overall office routine works independently.  
Ambey Mining Pvt. Ltd.                      Maintaining & updating the database of employees.  
(10<sup>th</sup> months & 5<sup>th</sup> days)                      Keeping a track of the attendance of the employees.  
Recruit new employee as required basic.  
Maintain & update all required register.
- Customer Care Executive                      Handling customer with their requirement.  
Roy Auto craft                                  Maintain customer data.  
(2yrs.)

### Personal Information

- Son of    Bani Majumdar & Subrata Majumdar
- Marital status                                  Single
- Nationality                                      Indian
- Religion    Hindu
- Languages Known                              Bengali, Hindi & English
- Hobbies    Reading story books, Listening music , Travelling

### Address Details

- Vill+P.O+P.S                                  Mollarpur (Roypara)
- District    Birbhum
- State    West Bengal
- Pin    731216

### Declaration

- I hereby declare that the information above is true to the best of my knowledge & belief.

Saurav Majumdar