

Resume



Mr. Pinaki Saha

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District: Cooch Behar, West Bengal. Pin- 736101
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Objective

Seeking a challenging position in an organisation providing the opportunity to contribute by utilizing my capabilities, expertise and experience towards continuous growth and advancement.

Professional Experience

14 Years

- Company** : Maheshwari Enterprises.
Organization : **TATA PROJECTS LTD.**
Designation : **Document Controller Cum Account Assistant.**
Experience : 02.05.2017 – till now
Responsibilities :
1. Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution.
 2. Prepare, file, and distribute all project documentation and correspondence for construction groups.
 3. Teams to receive, check and validate documents regarding possible projects and job showings Receives and appropriately handles emails from clients and staff in an accurate timely manner.
 4. Facilitates information flow and action with coordinators.
 5. All type of Contractor and Vendor Measurement Submission, Back-office Operation, Bill/Voucher Booking, Maintaining Cash & Bank Transactions, Tracking vendor wise liability.
- Organization** : **Hotel Royal Palace, Coochbehar**
Designation : **Office Assistant**
Experience : 8 Years

Academic Credentials

<u>Year</u>	<u>Qualification</u>	<u>Board/University</u>	<u>Percentages (%)</u>
2006	Madhyamik	W.B.B.S.E	56.08
2008	Higher Secondary	W.B.C.H.S.E	52.06
2018	Graduate (B.A.)	N.S.O.U	53.74

Professional Qualification

- Certification course on Information Technology Application. (Apr'2009 to Sep'2009)

Skills

- Knowledge about Branch Backend & Live Operation.
- Basic knowledge Computer.
- Excellent interpersonal and adaptability Skills.

Language Proficiency

- Bengali / Hindi / English

Personal Details

Father Name : Kamal Saha
Date of Birth : 02/02/1990
Marital Status : Married.
Gender : Male
Height : 5'6"
Cast : GEN
Religion : Hindu
Nationality : Indian
Blood Group : B+

Declaration

I solemnly affirm and declare that the statements made above are true to the best of my knowledge and belief.

Date: 16.08.2022

Place: Cooch Behar

Pinaki Saha

Signature