# (Special trained in office management and sales professional course)

**GOBINDA KUMAR DEY MOBILE: +918486338096, +919859734722 EMAIL ID:** gobinkmrdey347@gmail.com

..................................................................................................................................................................

To expand skills and experience within the marketing department by affording an effort of 100% till the job done that has been given to me.

**Career Summary:-**

* Good client interaction skills.
* Systematic approach towards work & quick adaptability to new environment.
* Sales professional trained.
* Enthusiastic self-starter who contributes well to the team.

**Computer skills:-**

* Good knowledge in MS office word 2007 (Official letter writing, Quotations writing etc.)
* Good knowledge in MS office excels 2007 (Employee salary report writing, Sales report writing, MIS entry).
* Good knowledge in MS office power point 2007. (Presentation making).
* Good knowledge in mailing. (Handling mail, composing mail and sending mail).

**Educational Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **BOARD** | **YEAR** | **CLASS** |
| B.COM | Guwahati University | 2014 | C.G.P.A. 4.0 |
| H.S | A.H.S.E.C. | 2011 | 2nd Div |
| HSLC | S.E.B.A | 2009 | 3rd |

**Professional Experience:-**

8 Months experience at Cereal Food Manufacturing Company Designation: - Sales and financial executive. Address: - Gujarat (Vardodara)

**Personal Details:-**

**Date of Birth:-** 31st Aug. 1992 **Father’s Name:-** Mr. Santosh Kumar Dey **Hobbies:-** Playing Cricket **Sex:-**Male  **Marital Status:-**Unmarried **Nationality:-**Indian

**Languages Known:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speak**  | **Read**  | **Write** |
| English | A+ | A+ | A+ |
| Assamese | A+ | A+ | A+ |
| Hindi | A+ | A+ | A+ |
| Bengali | A+ | A+ | A+ |

**Address for Communication:-**

C/O- Sontosh kumar dey Kenduguri, Narengi Guwahati, P.O – Narengi Dist-Kamrup, Pin Code-781026 State- Assam

**DECLARATION**

I HERE BY SOLEMNLY DECLARE THAT ALL THE STATEMENTS MADE IN ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

 Signature

 ........................................

DATE:.......................... (***Govinda Kumar Dey***)