**Curriculum Vitae**

**DIPU THAKURIA**

Contact No. 8720907035 Email ID- thakuriadipumoni@gmail.com

**Career objective:**To get associated with a professionally driven and progressive enterprise, where I can secure a challenging position by working on latest and emerging technologies fostering excellence and organizational and personal growth, while being resourceful, innovative and flexible.

 **Professional Experience:**

1) **Period:JUNE. 2015 to FEB 2017
Employer:*HOTEL GEETANJALI, PALTAN BAZAR***

**Post: OFFICE ASSISTANT.**

**2.) *PADMESH BEVERAGES,SATGAON*
Period: MAR. 2017 to MAR 2018
Post: ACCOUNT ASSISTANT CUM BILLING EXECUTIVE.**

**3.)Polycab India Ltd. (Shree Vasu Logistics), APR-2018 to JULY-2019**

**Designation- MIS cum EDP Executive**

**Job Profile:**

* **Handling data ware house Process.**
* **Preparing Pick slip, Invoice, delivery note,e-way bill,LR etc.**
* **Co-coordinating with ware house and sales team to ensure service & quality.**
* **Reporting to HO and responsible to provide MIS with facts & figures.**
* **Daily report to send to HO.**

**4.) CEAT TYRE ( PERIOD : AUG-2019 TO Till date**

**Designation- MIS cum EDP Executive**

**Job Responsibilities:**

* **Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.**
* **Reporting to HO and responsible to provide MIS with facts & figures.**
* **Ensuring the adequacy of sales-related equipment or material**
* **Daily report send to HO.**
* **Responding to complaints from customers and give after-sales support when requested.**
* **Daily cheque entry, Quarterly balance confirmation, Party limit update,account statement maintain.**

**OPERATION JOB RESPONSIBILITES:**

* Controls other related peripheral equipment such as tape drives, printers, communications devices, network equipment as well as other various machines the handles forms.
* Performs back-ups on computer systems.
* Follows established and existing organization procedures in usually problem situations.
* Consults with his leader or may assist him, the lead operator or systems analyst on solving difficult computer systems related problems.
* Utilizes database computer management software for problems on recording job and device breakdowns.
* Performs preventive maintenance and fixing of computer and related equipment.
* Cleans tape drives, tapes, printers and other accessories and devices.

**ACADEMIC QUALIFICATIONS**:-

* **B.COM.(ACCOUNTANCY) From NARENGI ANCHALIC COLLEGE under GAUHATI University in 2015.**
* **DCA from BAGDEVI VOCATIONAL TRAINING CENTRE secured ‘B’ grade.**

**OTHER QUALIFICATIONS**:-

**Computer Skill: Knowledge of TALLY ERP 9, SAP&ORACLE,M.S. Excel, M.S. Word, PowerPoint,Internet,etc…..**

**PERSONAL PROFILE:**

Father’s Name : RAGHU NATH THAKURIA.

Mother’s Name : MRINALI THAKURIA.

Sex : Male

Nationality : Indian

Category :OBC

Religion : HINDU

 **Permanent Address** : S/O: RAGHU NATH THAKURIA.

AMBIKAGIRI NAGAR,HOUSE-14

P.O.: Zoo Road.

 P.S.: Geetanagar.

 Dist.: Kamrup(M)

 State: Assam.

 Pin: 781024

**Date of Birth** : 10/10/1993

**Hobbies**  : DANCING, LISTING MUSIC,PLAYING CRICKET

**Languageknown-**

* English. (Read,write,speak)
* Hindi. (Read,write,speak)
* Assamese. (Read,write,speak

**Declaration:**I hereby declare that the information given above is correct and complete to the best of my knowledge and understand that any misleading statements, failure to disclose information or deliberate omissions will be regarded as grounds for withdrawal of offer or subsequent disciplinary action which may result in dismissal.

Date :

Place:Guwahati

DIPU THAKURIA