

# (CURRICULUM VITAE)



## SUBHABRATA MAITY

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DOB : 26 December 1995

### MIS AND IT SUPPORT EXECUTIVE

#### • OBJECTIVES

“ To work in an environment, I will test my ability to develop and display sophisticated, high performance job application and in that process Enhance my knowledge and learning capability. “

#### • SKILLS

- MS OFFICE
- MIS REPORT
- COMPUTER OS ERROR SOLVEING
- DATA MANAGEMENT
- RETAIL SOFTWARE
- REFINERY PIPE LINE PROJECT REPORT (LHS)
- PIVOT TABLE (EXCEL)
- WEB RESEARCH
- PHOTOSHOP (CS5)
- BASIC ACCOUNTING

#### • WORK EXPERIENCE

- **DOCUMENT SPECIALIST** City construction (Working for IOCL Haldia Refinery) **FROM 08/12/2018 TO 30/09/2021** 2 YEAR 8 MONTHS.  
**Responsibilities:** HR assistant, Project Billing using MS EXCEL, PPT, WORD, PF and ESI Registration & Correction, Computer Support.

#### • Highest Education

##### Graduation (BCA H) 2018

##### Bachelor in Computer Application (7.1 POINT)

COLLEGE - Global Institute of Science and Technology

UNIVERSITY - Maulana Abul Kalam Azad University, West Bengal

#### • KNOWING LANGUAGE

- BENGALI (READ, WRITE, SPEAK)
- HINDI (ONLY SPEAK)
- ENGLISH (WRITE, READ )

#### • Certifications and Licenses

- **IT Smart** (MS OFFICE & Web Site Design (HTML, CSS, JavaScript etc.)
- **WEB DEVELOPMET “FROM OGMA TECH LAB”**
- Two-Wheeler Driving Licence with own bike.

## (CURRICULUM VITAE)

- **PERMANENT ADDRESS**

C/O – BISWAJIT MAITY  
VILL – Dihi Shibaramnagar  
PO – Shibaramnagar  
CITY – HALDIA  
PS – SUTAHATA  
PIN – 721635  
DIST – PURBA MEDINIPUR  
STATE - WEST BENGAL

- **MY HOBBIES**

- LONG BIKE RIDEING
- LEARNING NEW SKILL FROM ONLINE
- TRYING NEW TYPE FOOD

DATE - Wednesday, 26 January 2022

SIGNATURE

*Subhabrata Maity*