

**ATANUPAUL**

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### **OBJECTIVE:**

Seeking a challenging opportunity where I will be able to utilize my organizational skills with educational background and abilities to work well with the people for the progressive growth of an esteemed organization.

### **EDUCATIONAL QUALIFICATIONS:**

NAME OF THE INSTITUTION AND UNIVERSITY	DEGREE OBTAINED	YEAR OF PASSING	DIVISION (% OF MARKS)	NAME OF BOARD / UNIVERSITY
MALDA UMESHCHANDRA BASTUHARA VIDYALAYA	MADHYAMIK	2016	Overall Grade B (40%)	WBBSE
MALDA UMESHCHANDRA BASTUHARA VIDYALAYA	HIGHER SECONDARY	2018	Overall Grade B (51%)	WBCHSE
GOUR MAHAVIDYALAYA	BACHALEROF ARTS	2021	1 <sup>ST</sup> CLASS (63%)	GOURBANGA UNIVERSITY

### **COMPUTER SKILL:**

#### **Training Qualification:**

TRAINING NAME	SUBJECT NAME	DURATION	NAME OF INSTITUTION
Certificate in financial accounting	Computer Fundamental, Operating System, MS-word, MS-excel, Concept of Database, Internet and E-mail, Tally	NOVEMBER, 2018 to APRIL, 2019 (06 MONTHS)	JAWAHARLAL NEHRU COMPUTER LITERACY DRIVE

### **SOFTWARE:**

Database	: ORACLE, MS Access.
Package	: MS-Office
Multimedia tools	: Photoshop, Flash, Dreamweaver

## **WORKING EXPERIENCE:**

1. Working as a **Kitchen Supervisor** at Hotel Kalinga on 2018.

### **Job Responsibility:**

- Manage overall kitchen staff and guide them to deliver quality food on time.
- Hands-on experience with planning menus and ordering ingredients by collaborating with the Restaurant Manager.

2. Working as a **Restaurant Manager** at Mallika Hotel on 2019

### **Job Responsibility:**

- Coordinating and optimizing overall restaurant operations.
- Taking reservations, controlling operational costs and promoting efficiency
- Communicate with the report of general administration and overall financial reporting to the higher authority.

3. Working as a **Senior Cashier** at Gokul Shree on 2021

### **Job Responsibility:**

Attending guests by decorating according to their requirements

- Handle Cash and credit card Transaction accurately and efficiently.
- Process Return and Exchanges.

4. Working as a Cashier at **Bhikharam Chandmal Sweet & Snacks Pvt.Ltd** on 2022

### **Job Responsibility:**

**Provide excellent customer service to all Customers.**  
**Stock shelves and Maintain inventory levels.**  
**Count and balance Cash drawer at the end of each shift.**  
**Assist Customers with questions or concerns they may have.**

## **PERSONAL DETAILS:**

Father's Name : LT Tapan Paul  
Mother's Name : Anju Paul  
Date of Birth : 20/12/2000  
Marital Status : Unmarried  
Sex : Male  
Nationality : Indian  
Religion : Hinduism

Present and Permanent Address : Vill.-School Para, Mangalbari  
P.O.-Mangalbari  
P.S.-Old Malda, Dist.-Malda Pincode -  
732142

Language known : English, Bengali, Hindi (Read, Write, Speak)  
Extracurricular activities : Cricket, Gym

Declaration: I do hereby declare that the information placed above is true and correct to the best of my knowledge and

belief.

Place:  
Date:

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[Signature]