

## **RESUME**



### **Present Address:**

12/15 Dharmatala Road  
P.O-Belurmath  
Howrah-711202  
Contact No. – +971555792938  
Email Id – [santudasvms@gmail.com](mailto:santudasvms@gmail.com)

**SANTU DAS**

### **Objective:**

To be a competent professional and to be associated with a progressive organization that gives me scope to apply my knowledge and in administration.

### **Academic Background:**

Name Of Course	Council / Board	Year of Passing	Percentage (%)
Graduation	CALCUTTA UNIVERSITY	2009	40.3%
Higher Secondary	W.B.C.H.S.E.	2006	45 %
Madhyamik	W.B.B.S.E.	2002	56 %

### **PASSPORT DETAILS>**

**PASSPORT NO- R-9977832**  
**DATE OF ISSUES- 27.02.2018**  
**DATE OF EXPIRY- 26.02.2028**  
**PLACE OF ISSUE KOLKATA.**

### **Job Experience:**

- ‘Desun Hospital & Heart Institute’ at Kolkata, the post of ‘Patient Services Dept. As a SR. CASHIER (from 25th may 2011 to 29th May 2020) .

### **Job Responsibility:**

- ✓ Making Billing of customers & collecting cash
- ✓ Sort out problems of customers.
- ✓ To deal with queries of Cstomers .
- ✓ Co-ordination with customers.
- ✓ Billing of Out-patient & Investigation
- ✓ Billing of inpatients.
- ✓ Cash handling

### **Training:**

- Training on ‘Desun Hospital’ at Kolkata.

### **Computer Proficiency:**

Word, Excel, Power point, (MS Office), Knowledge on 'CITA & DITA programming, Management Information System, Basic concept of windows- From (BALLY YOUTH COMPUTER CENTRE)

**Personal Strengths:**

1. Positive Attitude.
2. Motivation & Leadership.
3. Work hard.

**Languages:**

1. English.
2. Bengali.
3. Hindi.

**Residential Address:**

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**Hobbies and interest:**

- Games.
- Music.
- Travelling.

**Personal Information:**

- Date of Birth : 05.08.1985
- Marital Status : married.
- Religion : Hindu

**Declaration:**

I hereby declare that all the statements given above are true and to the best of my knowledge and belief.

**Date:**

**Place:**

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Santu Das