

DEBASISH CHANDRA DEY

FRONT OFFICE & ADMINISTRATION



Contact Details

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INDIA
🏠 28-May-1989

Summary

I seek challenging opportunities where I can fully use my skills for the success of the organization.

administration work

- record keeping
- budget management
- office management
- event planning
- time management
- multitasking
- problem-solving

Languages

- BENGALI
- HINDI

Interest

- PLAYING CRICKET
- FOOTBALL
- MUSIC
- TRAVEL

Experience

- | | |
|---|--|
| ALFA LEATHER JACKET CO | Feb 2009 - Sep 2013
(4 Years,7 Months) |
| OFFICE STAFF | |
| <ul style="list-style-type: none">• OFFICE ADMINISTRATION WORK• LEATHER JACKET QUALITY CHECKING• SHIPMENT PREPARATION | |
| PANTALOONS FASHION PVT LTD | Jan 2013 - Nov 2016
(3 Years,10 Months) |
| SALES ASSISTANT | |
| <ul style="list-style-type: none">• CUSTOMER SERVICE• WAREHOUSE OPERATION | |
| SHOE STORE | Dec 2016 - Jun 2019
(2 Years,6 Months) |
| STORE INCHARGE | |
| <ul style="list-style-type: none">• CUSTOMER SERVICE• INVENTORY WORK• BILLING | |
| SUTA PVT LTD | Aug 2019 - Mar 2020
(0 Years,7 Months) |
| OFFICE ASSISTANT/ WAREHOUSE OPERATION | |
| <ul style="list-style-type: none">• OFFICE ADMINISTRATION WORK• BANKING WORK• WAREHOUSE OPERATION• INVENTORY WORK | |
| CK FOOTWEAR | Apr 2020 - Dec 2023
(3 Years,8 Months) |
| FRONT OFFICE / OFFICE ASSISTANT | |
| <ul style="list-style-type: none">• VISITOR & GUEST SERVICE• OUTSIDE OFFICE WORK.• OFFICE STATIONERY MAINTENANCE• OFFICE SUPERVISING | |
| GEAR INC SERVICES INDIA PVT LTD | Feb 2024 - Present
(1 Years,3 Months) |
| FRONT OFFICE / ADMIN FACILITY | |
| <ul style="list-style-type: none">• FRONT DESK MANAGEMENT• OFFICE MANAGEMENT• HOUSEKEEPING & PANTRY MANAGEMENT• STOCK MAINTENANCE | |

- WHOLE OFFICE SUPERVISING
- OTHER ADMINISTRATIVE WORK

Education

WBHSCE BOARD **May 2006 - Apr 2008**
HIGHER SECONDARY PASS
43%

WBBSE BOARD **Mar 2000 - Apr 2006**
10 TH PASS
46%