

CURRICULAM VITAE

MOLAY CHAKRABARTY
Gajaghanta Debnath Para,
P.O. – Magra, Dist. – Hooghly,
Pin – 712148, West Bengal

Contact No.

8777265212 / 9433835617

E-mail ID

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CAREER OBJECTIVES

I am Certified Labour Welfare Officer (Qualified Viva voce test conducted by VIVAVOCE BOARD Constituted by the Labour Department, Govt. of West Bengal). To become handling all type of related jobs in HR section, Labour Welfare Jobs, Personnel Section. To work in such an organization where I can show my capabilities and work experience Last 22 Years.

WORK EXPERIENCE

- 1) Name of the Company : THE GANGES MFG. CO. LTD.,
Duration : March 1999 to December 2003
Designation : H.R Assistant & Computer Operator (Temporary Basis)
Job Responsibilities : Handling all E.D.P. Jobs (Data Entry, Programming, MIS Report, Misc. Report, ESI, PF, Dispatch, Stores etc).
All entry Jobs in Tally operating.
- 2) Name of the Company : GANGES JUTE PVT. LTD.,
Duration : 1st January 2004 to September 2007
Designation : H.R. & EDP Assistant
Job Responsibilities : Handling all EDP Jobs (Data Entry, Programming, MIS Report, Misc. Report, prepare Salary & Wages – 4500 workers / 300 Staffs, ESI, PF, Sales, Stores etc). All entry Jobs in Tally operating. Online Project Work, ERP system coordinate.
- 3) Name of the Company : SHREE BAIDYANATH AURVED BHAWAN PVT. LTD.
Duration : August 2007 to April 2011.
Designation : E.D.P. Assistant & Account Assistant
Job Responsibilities : Handling all EDP Jobs (Data Entry, Programming, Wages, Salary, Dispatch, Misc. Report in factory etc.)
- 4) Name of the Company : GANGES JUTE PVT. LTD.
Duration : May 2011 to Till Date
Designation : HR cum Accounts Assistant (Up to November 2024)
Current Designation : *Labour Welfare Officer cum Legal Assistant (from December 2024)*
Job Responsibilities : Handling all HR related and Admin Jobs (Salary, Wages, PF, ESIC, P.Tax Gratuity) and Contractor Wages and Payroll, PF and ESI Etc. (Assist Gratuity Case In Controlling Authority and Assist PF and ESIC inspection etc.)

LIVE PROJECT WORK on FoxPro

1. Gratuity Calculation & Payment.
2. Daily Wages Payment.
3. Payroll System

Expected Salary

Negotiable

Professional qualifications

1. PG Diploma Industrial Relation & Personnel Management from Bharatia Vidya Bhavan of Management Science, Kolkata (AFFILIATED to Rajendra Prasad Institute of Communication & Management)
2. Certificate in Labour Laws (from Institute of Legal and Management Studies)
3. Certificate in Human Resource Management (from Institute of Legal and Management Studies)
4. Qualified Viva voce test conducted by VIVAVOCE BOARD Constitute by the Labour Department, Govt. of West Bengal.

ACADEMIC DETAILS

1. Completed Graduation (B.Com) under Burdwan University in the year 1997.
2. Passed out Higher Secondary Examination under W.B.C.H.S.E. in the year 1995.
3. Passed out Madhyamik Examination under W.B.B.S.E. in the year 1993.

TECHNICAL DETAILS

1. Diploma in Computer Application from “The Made Easy Computer Center”.
2. Certificate in FoxPro programming from C.M.C.
3. Certificate in F.A. from L.C.C.
4. Certificate in Internet & H.T.M.L. from APTECH.
5. CERTIFICATE IN TALLY FROM TALLY SOLUTIONS PVT. LTD.

PERSONAL DETAILS

Name	:	MOLAY CHAKRABARTY
Father's Name	:	Lt. Satyanarayan Chakrabarty
Date of Birth	:	06 th October 1976
Sex	:	Male
Nationality	:	Indian
Contact No.	:	8777265212 / 9433835617
Location Preferred	:	<i>Any where India</i>
Joining Time	:	<i>Immediate</i>

It would be highly appreciated if you give me a chance to prove my efficiency and I am sure, I shall gain your confidence.

Place :

Date :

(MOLAY CHAKRABARTY)