**COVER LETTER**

**JOYDEEP**

**JOYDEEP.150267@2freemail.com**

Respected HR Team,

Greet for the day,

Let me introduce myself as Joydeep as I am forwarding my cover letter along with my Resume for your kind consideration. Well, I am pursuing Post Graduate Diploma in Business Administration from Symbiosis Centre for Distance Learning, Pune. I have done my Graduation in Bachelor of Business Administration from WBUT, Kolkata.

Presently working with World Wide Safety Pvt. Ltd. as Office Administrator Assistant. It’s been 3 years I am working with this company.

Now I am looking for a more challenging field where I can show my skills and knowledge where I can improve myself more so that where I will be able to gain more knowledge’s experiences as well ,which will help me in future too. I can assure you that if I will get chance to prove myself I will give 100% to this company with my best abilities, dedication and sincerity. I am responsible at my work to coordinate with the entire department to support them.

So it’s my humble request to you to go through my Cover Letter with attached resume. I will be grateful if I get an opportunity. Thank you and looking forward for your favorable reply.

** CURRICULAM VITAE**

**JOYDEEP**

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| **PROFILE SUMMARY** |

* A competent professional with experience in **Office Administration.**
* Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
* Skill in maintaining records & writing the minutes of meeting with upper level officers.
* An effective communicator with excellent interpersonal, analytical & relationship management skills.

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| **ACADEMIC QUALIFICATIONS** |

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| **EXAM/DEGREE** | **YEAR OF PASSING** | **NAME OF INSTITUTE /BOARD** | **PERCENTAGE** |
| **Bachelor of Business Administration** | 2013 | Dinabandhu Andrews Institute of Technology and Management | 55 |
| **XII** | 2010 | W.B.C.H.S.E | 69 |
| **X** | 2008 | W.B.B.S.E | 63 |

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| **WORK EXPERIENCE** |

Presently working with **Office Administrator Assistant** in **World Wide Safety Pvt.Ltd.** from 14th of April 2014

 ***TOTAL EXPERIENCE: --*** *3* years 4 months

**RELIVENT EXPERIENCE :-**3 years 4 months

***JOB LOCATION: - Kolkata***

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| **COMPUTER EXPOSER** |

* Knowledge with Microsoft Office Kit- MS Excel, MS Word , Power Point

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| **MEMBERSHIP** |

* Team Spirit & adaptability.
* Better Time Management.
* Self-Discipline, Commitment.

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| **PERSONAL PROFILE** |

**Date of Birth** **:** 17th October, 1993

**Languages Known:** English, Hindi and Bengali

**Nationality:** Indian. **SEX:** Male. **Marital Status:** Unmarried