

## CONTACT


+91 90073 72751

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Kamrabad, Ahuti Bagan,
Sonarpur, Kolkata – 700150, West Bengal


## SKILLS

- Tender Documentation
- Udyam, FSSAI & Trade License
- Recruitment & Interview Scheduling
- Document Verification
- Billing, Vouchers & Cash Handling
- Daily / Monthly Reporting
- MS Excel & MS Word (Advanced)
- Fast & Accurate Typing

## LANGUAGES

Bengali | Hindi | English

## PERSONAL DETAILS

| | |
|---|---|
| Date of Birth | 26.08.2003 |
| Gender | Female |
| Marital Status | Single |
| Nationality | Indian |

# SUKANYA HALDER

## CAREER OBJECTIVE

Back office professional with nearly 2 years of experience in documentation, tender work, business registrations, billing and recruitment support. Seeking a responsible role in a reputed organization where I can apply my documentation, administration and coordination skills to support the team and grow professionally.

## WORK EXPERIENCE

### Back Office Executive
Feb 2026 – Present

**Ideas Engineering Works, Sonarpur, Kolkata**

- Verify and maintain company documents and records
- Fill tender forms and prepare complete tender documentation
- Handle Udyam registration, FSSAI applications and trade license work
- Post job openings on Indeed, shortlist and call candidates for interviews
- Schedule and conduct first-round interviews
- Manage day-to-day office paperwork and correspondence

### Back Office Executive
Feb 2025 – Feb 2026

**BPTN Gold & Diamond Jewellery**

- Handled company documents and maintained systematic records
- Prepared and verified bills, vouchers and daily financial statements
- Managed customers and ensured a smooth sales and service experience
- Maintained gold stock records and daily transaction reports
- Submitted daily and monthly reports to management
- Handled office expenses and ensured timely payment clearances

## EDUCATION

**Bachelor of Arts (General)** — 2024
Vijaygarh Jyotish Ray College

**Higher Secondary** — 2021
Kamrabad Girls High School

**Secondary (Madhyamik)** — 2019
Kamrabad Girls High School

## DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

Sukanya Halder

Place: Kolkata
Date: _____

Signature