**R E S U M E**

**PERSONAL**

NAME PARTHA SARATHI BERA

FATHER’S NAME BIBHUTI BHUSAN BERA

DATE OF DIRTH 15TH JANUARY 1965

PERMANENT ADDRESS 4/21, JAHURA BAZAR LANE

 P.O. & P.S. - KASBA, KOLKATA - 700042

**CONTACT NUMBER 9432405703**

**E-MAIL ID partha\_bera29@rediffmail.com**

MARITAL STATUS MARRIED

**\* OBJECTIVE**

To work for reputed organization in a healthy and competitive environment where my skills will be valued and put to good use for benefit of the organization.

**\* STRENGTH**

Communication skills, networking with Vendors & Public, Planning & Co-ordination, Alternative & Alert, Positive Approach, Prompt & Responsive, Honest, Punctuality, Integrity, Dedication to work.

**LANGUAGES KNOWN** BENGALI, HINDI & ENGLISH

**EDUCATIONAL QUALIFICATION** B.Sc. FROM CALCUTTA UNIVERSITY

**PROFESSIONAL QUALIFICATION** DIPLOMA IN ELECTRONICS &

TELECOMMUNICATION FROM INDIAN AIR FORCE

**COMPUTER LITERACY** SOUND KNOWLEDGE IN MS WORD, MS

EXCEL & INTERNET

**PREVIOUS WORK EXPERIENCE** SERVED **20** YEARS IN **INDIAN AIR FORCE**

FROM MARCH 1986 TO MARCH 2006

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**POST RETIREMENT EXPERIENCE** FROM 2006 TO 2011 : WORKED AS AN

OFFICE ADMINISTRATOR IN A SECURITY COMPANY.

FROM 2011 TILL DATE : WORKING AS AN

ESTATE MANAGER IN CITY CENTER PROPERTIES PVT. LTD, 9/1, MIDDLETON STREET, 3, MIDDLETON MANSIONS, KOLKATA - 700071

**NATURE OF JOB HANDLED** SECURITY / HOUSE KEEPING / REPAIR & MAINTENANCE / DEALING OF VENDORS / LIAISON WITH LOCAL POLICE STATION / MUNICIPALITY / MAINTAINING OF LOG BOOK ETC.