

UMESCHANDRA COLLEGE

13, Surya Sen Street, Kolkata- 700 012

No: 36 ./SS-SM/2023-24

Date: 30.07.2023

NOTICE

This to inform 2021, 2022 and 2023 Year of Passing Candidates who are applying for much-anticipated JOB FAIR 2023 on 2nd August that, They need to carry the following documents :

Documents to Carry for the Interview in Job Fair on 02/08/2023 at main campus:

1. CU Registration Certificate
2. Resume (follow sample resume format attached with this notice).
3. Government Photo ID proof(Aadhar Card/PAN Card/Driving License/Passport/Voter ID)
4. Graduation Degree Certificate /Provisional Degree Certificate/ Fifth Sem marksheet.

Ishaque
Principal


Umeschandra College





Copy to:
Principals' File
Placement Cell
IQAC Coordinator
College website



NAME SURNAME

 9987600984 / 9051134656

 180, M G Road, Kolkata - 700073

 Name.surname@gmail.com

PROFESSIONAL SKILLS

- Microsoft Office 2021 (MS Word, MS Power Point, MS Excel)
- Tally Prime
- Accounts
- Communication Skills

PERSONAL ATTRIBUTES

- Self-Upgrading
- Keen Learner

PERSONAL DETAILS

Date of Birth: Date/Month/Year

Marital Status: Unmarried

Language Proficiency:

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	No	No	Yes
Bengali	Yes	Yes	Yes

Date:

Signature:

CAREER OBJECTIVE

A fresher, goal oriented individual seeking to work in a company that will help me to enhance my analytical and problem-solving key skills and also wants to work for the growth of the organization as well as myself.

ACADEMIC BACKGROUND

- B.COM (H) from XYZ College under University of Calcutta with 52%
- Higher Secondary in Commerce from ABC School under W.B.C.H.S.E. with 68% marks in 2021
- Secondary from PQR School under W.B.B.S.E. board with 72% marks in 2018

CERTIFICATION COURSE

Certified Industrial Accountant (CIA) with SAP from The Institute of Computer Accountants (ICA)