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|  HILARIUS Hasda | **Address:****Barovita, Post: Baidara, P.S: Itahar, District: North Dinajpur****West Bengal -PIN.733128, India****Contact No. 9932508754****Email:** **hila0779@gmail.com**PhoneEmailLinkedIn ProfileTwitter/Blog/Portfolio |

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|  | Objective |

To be an asset to the organization by giving my best for the overall growth of organization with complete dedication and a spirit of team work as well as individual.To use my talent, skills, abilities and potentials for the growth of the organization.

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|  | Education |

## DOAEP | AKNYC

### **Dates From – 2020**

**Basic course in Tally**

## GRADUATION | CALCUTTA UNIVERSITY

### **Dates From – 2003 TO 2005**

**Bachelor of Arts**

## Higher Secondary | WBCHSE

### **Dates From – 2001**

**Arts**

**Madhyamik| WBBSE**

### **Dates From – 1998**

**General stream**

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|  | Experience |

## As a supervisor and accountant | Social Welfare Institute, Raiganj (NGO)

**As a Computer Teacher in Bhakti Bhushan Institute, Malda**

**Dates from – 2018**

**As an Account Receivable Supervisor in Raddison Blu Hotel, Oman, Muscat .**

**From -May – 2023 to till date.**

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|  | Professional Experience |

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| * MS Word, MS Excel, MS Power Point
* Tally ERP.9
* Awareness programme to Children/ youth/ People
* Good at in team work
* Monitoring Team and Evaluation
* Supervising the project work
* Social development project implementation and completion and reporting.
* Inventory and stock management of solar project.
* Manage inventory levels of all supplies solar equipment
* Coordinate with vendors and suppliers to ensure timely delivery of supplies
* Ensure accuracy of inventory records and conduct regular audits
* Conduct physical inventory counts and reconcile discrepancies
* Collaborate with other departments to optimize inventory levels and reduce waste
* Catalog new inventory and update the database
* Order new inventory from book supply companies

**Skills*** Excellent organizational and time management skills
* Strong attention to detail and accuracy
* Knowledge of inventory management software
* Ability to work well in a team environment
* Effective communication and interpersonal skills
* Proficient in Microsoft Office Suite
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|  | Activities |

* **Monitoring team in the working areas systematically.**
* **Taking eager initiative towards the growth of Institution.**
* **Leading the team to extra activities specially to keep institution neat and clean.**
* **Actively participating in different social works**
* **Keeping objects in order and neat and clean**
* **Taking active part in helping needy.**

 **Personal information**

**Name: HILARIUS HASDA**

**Father’s Name: Late. Mr. NORESH HASDA**

**Date of Birth: 5th July 1979**

**Place of Birth: Barovita**

**Sex: Male**

**Marital Status: Married**

**Address:**

**Barovita, P.O – Baidara, P.S- Itahar, Dist- North Dinajpur**

**Pin – 733128, West Bengal, India**

**Nationality: INDIAN**

**Religion: Christian – Roman Catholic**

**Cast: Santal (Schedule Tribe)**

**DECLARATION**

**I do hereby declare that the information furnished above is true to the best of my knowledge.**

**Languages known- English, Hindi, Bengali**

**Hilarius Hasda**

**Place: Barovita**

**Date: 30/03/2024**