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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**](mailto:hila0779@gmail.com)  Phone  Email  LinkedIn Profile  Twitter/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**