

SUBHRA BHATTACHARJYA

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Portfolio: www.codewithsubhra.in

PROFESSIONAL SUMMARY

Motivated and detail-oriented commerce graduate currently working with Apollo Pharmacies Limited, and pursuing full stack development from PW Skills. Possesses strong analytical thinking, customer-handling skills, and a calm problem-solving approach. Adept at managing responsibilities efficiently while learning new tools and technologies, and improving professional capabilities. Seeking opportunities that allow me to contribute effectively while continuing to enhance my technical and operational skills.

SKILLS

- **Technical & Software:** Tally ERP 9, Microsoft Office, Adobe Photoshop, Audacity, Filmora
- **Hardware:** PC Assembling and Troubleshooting
- **Development:** Web Development (Current Learning)

EXPERIENCE

PHARMACY TRAINEE

09/2025 – Current

Apollo Pharmacies Limited, Chennai-600028, Tamil Nadu, India

- Conducted inventory checks to maintain stock levels of pharmaceutical products.
- Assisted customers by checking for medicines and providing prompt guidance.
- Processed accurate medicine orders and efficiently handled customer inquiries.
- Maintained high levels of professionalism and operational efficiency.
- Organized files, developed spreadsheets, faxed reports, and scanned documents.

OFFICE ASSISTANT

05/2025 – 07/2025

Funtech Solution OPC Pvt Ltd, Kharagpur, India

- Assisted in scheduling meetings and coordinating office activities.
- Handled incoming calls and directed inquiries to appropriate staff members.
- Supported team members with document preparation and data entry tasks.
- Performed data entry tasks into various computer systems accurately and efficiently.
- Organized files, developed spreadsheets, faxed reports, and scanned documents.

OWNER/OPERATOR

03/2022 – 08/2024

Siyaram Computers, Talbagicha, Kharagpur

- Managed daily operations of computer sales and services.
- Oversaw inventory management and product stocking procedures.
- Provided customer support for technical inquiries and product guidance.

EDUCATION

B.Com (Hons)

2025

Kharagpur College (Vidyasagar University), Kharagpur

CGPA: 6.30

Higher Secondary (12th) – Commerce

06/2022

HIJI High School, Kharagpur, IIT Campus

Score: 80%

Secondary (10th) – General Studies

07/2020

HIJI High School, Kharagpur, IIT Campus

Score: 42%

LANGUAGES

Bengali (Native), **Hindi** (Proficient), **English** (Intermediate)

Subhra Bhattacharjya