

## CURRICULUM VITAE



### **Contact Information:**

Name : CHIRANJIT DAS

Father's Name : Maniklal Das

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### **Personal Information:**

Nationality : Indian Gender : Male

Date of Birth : 9th September of 1985 Marital Status : Married

### **Technical Knowledge:**

- ✓ Typing-Manual @35 WPM & Keyboarding @40 WPM
- ✓ Basic Accounts -Tally-Accounting, Payroll, Inventory Management
- ✓ Secretaryship-Business Letter Drafting
- ✓ Computer-Microsoft Office 2010, Database Management System
- ✓ Taking Dictation in English @ 100 wpm
- ✓ Swimming 500mtr under 10 Min, Underwater – 40 mtr, First Aid & CPR

### **Educational Qualifications:**

- a) **Graduate in B.Sc in Hospitality & Hotel Administration** under West Bengal University of Technology with DGPA 8.47 Marks out of 10.
- b) **Diploma in Information Technology Application (DITA)** from Youth Computer Training Centre with A+ grade.
- c) **Advance Certificate in Conversational English** from The British Institutes with 72% of marks.

- d) **English Stenography** from Central Government Institute with Manual Typing @35 wpm & Shorthand @ 100wpm.
- e) **Advance Certificate in Secretaryship & Office Practice** from Suffee Commercial College with 73.30% of marks.
- f) **Diploma in Office Software Applications** from Suffee Commercial College with 86.70% of marks.

**Language Proficiency:**

Fluent in English, Hindi & Bengali

**Co Curricular Activities:**

Sl. No	Name of the Course	Year of Passing	Institute Name
01	First Aid with CPR	2013	Indian Red Cross Society
02	Seamanship with Life Saving & Rescue Operation	2014	Sea Explorers' Institute
03	Tidal Water Kayaking	2015	Sea Explorers' Institute
04	Civil Defence (Foundation)	2016	Government of West Bengal
05	Pool & Beach Life Guard (Level - 4)	2017	Life Saving Society of India ( Government of India, Sports Skill Council of India )
06	Beach Life Guard ( International) With First Aid & CPR	2018 to 2023	Ellis Associates (EA) International

**Hobbies:**

Travelling, Rock Climbing, Trekking & Photography.

**Experience:**

1. From **February 2015 to June 2016** working as an “**Assistant Instructor cum Lifesaver**” at Sea Explorer's Institute Kolkata.

2. From **January 2017 to April 2018** working as a “**Lifeguard/Swimming Trainer**” under Safe Swimming Advisory working at IIM-Joka, Kolkata.

3. From **May 2018 to December 2022 (5Years)** working as a “**Beach Lifeguard**” at The Cove Rotana Resort, Ras – Al – Khaimah United Arab Emirates (UAE).  
Employer ID No: 1666

4. From **April 2023 to Present** working as a “**Swimming Instructor & Lifeguard**” at Indian Lifesaving Society (ILSS) Kolkata.

**Achievements:**

Sl. No	Particular's	Year/ Month	Position /Country
01	500mtr Swimming ( Freestyle )	2018 / March	2 <sup>nd</sup> UAE
02	500mtr Swimming ( Freestyle )	2018 / May	2 <sup>nd</sup> UAE
03	Best Room Award & Discipline	2019 / June	1 <sup>st</sup> UAE
04	Star of The Month	2022	UAE
05	Lifesaver of the Year	2023	India

**Job Responsibilities:**

- Rescue swimmers in danger of drowning and administer first aid.
- Ensure all sun beds are clean & in the correct position, swimming pool is clean, no sign of danger or hazardous visible.
- Full knowledge of resort opening & closing timings, club's facilities.
- Ensure all rescue equipments are daily checked, practice swimming & rescue techniques for test ready skills.

Date : 22/12/2023

Place : Kolkata (West Bengal, INDIA)

Signature :

