DIPANWITA ROY

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# CAREER OBJECTIVES

To be part of a fast-growing organization with strong fundamental and cultural values. To contribute to the upliftment of org along with continuous personal development in line with organizational goals. I want to join in an entry level role and work my way upwards with sheer dedication and zeal.

# WORK EXPERIENCE

## ACCOUNTS MANAGER | MANDIRA ENTERPRISES | Dates From JAN 2019 – To TILL DATE

* My role is involving in maintenance of accounts
* Staff handling
* Sale and purchase.

## SITE ENGINEER | WONDER ENTERPRISES | Dates From AUg 2017 – To DEC 2018

* My role was involved in planning, construction and billing of River Left Irrigation, Water Transmission Arrangement.
* Managed a team of 1 Junior Engineer and 2 supervisors who carried out the construction work.

## SITE ENGINEER | M.P SITANI AND SONS | Dates From AUG 2013 – To AUG 2014

* My role was involved in planning, construction and billing of a G+5 housing project.
* Managed a team of 2 supervisors who carried out the civil and structural works.

**EDUCATION**

## Bachelor Of Technology In Civil Engineering: | 2014-2017 | Siliguri institute of technology

* Civil Engineering with honours CGPA of 8.55 from Six semesters with an exceptional academic track record.

## Diploma in CIVIL ENGINEERING | 2010-2013 | Jalpaiguri polytechnic institute

* Secured an average of 79% across six semesters.

## HIGHER SECONDARY | 2009-2010 | WEST BENGAL BOARD

* Secured 73% marks in state board, with Geography, Economics, Computer Application, Mathematics, Environmental Education subjects.

## SECONDARY SCHOOL| 2010-2013 | WEST BENGAL BOARD

* Secured 64% marks with Bengali, English, Science, Social subjects.

# SKILLS AND ABILITIES

## Management

* As a site engineer during 2013-14 and 2017-18 I used my interpersonal skills to successfully manage man power to achieve the construction targets and was applauded by my superiors. This was my first stint with people management and I have taken a lot of learning from my jobs in the field.

## Communication

* I believe communication is at the forefront of any successful role and clarity in thought is needed in order to successfully deliver and negotiate between stakeholders. I always have made sure in all my roles that I fill the bridge between the senior leadership and ground staff so that no bias happens and the job gets done.

## COMPUTER SKILLS AND TALLY

* I have hands on experience in AutoCAD from college and am adept in picking up new software skills. I use tally extensively as an accounting software in my present job to effectively manage the accounts which is my key role.