

# RESUME

## ABHIJIT GHOSH

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### Present Address:

37/2, Abinash Banerjee by Lane,  
5<sup>th</sup> floor, Shibpur, Chatterjeehat  
Howrah – 711 104 (W.B)

## WORKEXPRIANCE

1. Worked in Vodafone Essar South Ltd. As Back Office Staff from Jan' 2009 To Jun' 2011.
2. Worked in Apex Services (Paint Manufacturing Unit) As Admin Manager from July' 2011 To Jun' 2019.
3. Presently working in Alpha Overseas Int. Pvt. Ltd.( Leather Garments Manufacturing Unit) As HR Manager from Jul' 2019 and continuing.

## EDUCATIONALQUALIFICATION

1. **B.A** from Burdwan University, in the year 2011.
2. Completed **Higher Secondary** from West Bengal Board of Higher Secondary Education in the year 2007.
3. Completed **Madhyamik** from West Bengal Board of Secondary Education, in the year 2005.

## OTHERS QUALIFICATION

Computer Proficiency:

1. Windows 98,XP,07,10
2. MS-OFFICE (Word, Excel, Power Point).
3. Basic Browsing and E-mailing etc.
4. Payroll Software (ERP, FOX-PRO, Exactly HRMS)
5. Online Attendance Software ( eSSL eTimeTrackLite Server)

## PERSONALSKILLS

- Ability to deal with people tactfully.
- Willing to learn from others for betterment of work process.
- Believe in team spirit and capable of tackling stressful situations efficiently.

## **JOB PROFILE**

1. All type of HR Management.
2. Job distribution.
3. Daily attendance checking through online system.
4. Salary prepares.
5. Salary payments through bank portal.
6. EPF calculation, deduction and online deposit.
7. ESIC calculation, deduction and online deposit.
8. Professional Tax calculation (as per new slab) deduction and deposit.
9. P. Tax Challan creation & Yearly Return Submit.
10. EPF online return creation.
11. ESIC online return creation.
12. Invoice Checking for payment.
13. All type of statutory manual register maintaining as per Factory ACT.
14. Making audit related documents.
15. Maintaining faithful relation maintaining with the Gov. Officials.
16. Give motivational training to employees.

## **PERSONALDETAILS:**

Name : Abhijit Ghosh.  
Father : Lt. Panchugopal Ghosh.  
Date of Birth : 03<sup>rd</sup> June' 1990.  
Sex : Male.  
Religion : Hinduism.  
Nationality : Indian.  
Marital Status : Married.  
Language Known : English, Bengali, Hindi.

### **Declaration:**

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

**Place: Howrah**

**Date: 28<sup>th</sup> Oct 2021**

**Abhijit Ghosh**