

ASHIS BHATTACHERJEE

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CAREER OBJECTIVE:

To make a positive impact in my field of activity, supporting the organization to growth by creative application in my value based convictions, job skills and professional dexterity.

ACADEMIC QUALIFICATION:

<u>Examination</u>	<u>Institute</u>	<u>Board/University</u>	<u>Year</u>	<u>Specialization</u>
B.Com (Hons)	Shibpur Dinobundhoo Institution	Calcutta University	2017	Commerce
Higher Secondary	Howrah Vivekananda Institution	WBCHSE	2014	Commerce
Secondary	Howrah Vivekananda Institution	WBBSE	2012	General

WORK EXPERIENCE:

Company: M/s EAST INDIA TRADE CORPORATION
Location: 46, B.B. Ganguly Street, Kolkata 700012
Period: Since 1st May 2017 to 30th November 2017
Designation: Fresher.

Responsibilities:

- Maintain stock.
- Generate Purchase & sales Invoice, Challan in Tally.
- Voucher Making (Manual) & Entry.
- Reconcile Bank Statement.
- Responsible for Collection of Payment.

Company: Electrosteel Castings Ltd.
(Under third party payroll)
Location: Khardah, Kolkata
Period: Since 01st December 2017 to till date
Department: Purchase.

Responsibilities:

- Responsible for Generating of Purchase order.
- Responsible for processing of vendor's bill.
- Responsible for processing payment of vendor's bill.
- Responsible for preparation of MIS.
- Responsible for maintaining stock.

EXTRA CURRICULAR ACTIVITIES:

- Diploma in Advanced Financial Accounting System (DAFA)
- Windows 2003/2010/windows 7, 8 & 10 operating system.
- Tally. ERP 9, Fact ERP.
- SAP (MM module)
- Microsoft office & Basic knowledge of Internet

HOBBIES:

- Reading Books & listening to music,

REFERENCES:

- 1) Mr. Tushar Chakraborty
Assistant Manager (Materials)
Electrosteel Castings Ltd.
Kolkata -700017
Mob: +91 9163319674

PERSONAL DETAILS:

Name:	Ashis Bhattacharjee
Father's Name:	Mr. Pradip Bhattacharjee
Mother's Name:	Mrs. Pratima Bhattacharjee
Date of Birth:	16 th October, 1995
Sex:	Male
Marital Status:	Single
Nationality:	Indian
Address:	224/2 Netaji Subhas Road, Howrah, West Bengal, Pin- 711104
Email ID:	ashis16101995@gmail.com
Languages Known:	English, Hindi and Bengali

Declaration:

I hereby declare that the above information and details are true to the best of my knowledge and belief.

Ashis Bhattacharjee

Date: