Curriculum Vitae

Name: Sudip Sadhukhan

Address: 18, Ananda Khan Lane, P.O- Hatkhola,

P.S- Jorabagan, Kolkata- 700005, West Bengal

Contact: 9836130492

Email Id: sudipsadhukhan625@gmail.com

Objectives: Being a part of organization where talent is recognized and appreciated and help the organization to grow, thus enhancing my personal growth as a professional.

Educational Qualification:

Examination	Board	School/ College	Year of Passing	Division
Secondary Examination	W.B.B.S.E.	The Oriental Seminary	2009	2ND Division
Higher Secondary Examination	W.B.C.H.S.E.	The Oriental Seminary	2011	1st division
B.Com	Calcutta University	Srischandra College	2014	2ND Division

Professional Experience

1. **Works as a Compliance Executive in Genius Consultant Ltd (17.1.2017 to 31.08.2018).**

2. **Works as an HR Executive Personnel in Compliance Department in Aparajitha Corporate Services Ltd in ITC LTD project (01.09.2018 to 14.02.2019).**

3. **Works as a Compliance Executive in Prompt HR Corporate Solutions Pvt Ltd.**

  - PF, ESIC, PT Computation & generate challan within time, Filing ESIC & PF monthly returns within 15th of every month.
  - Preparing CLRA register, Wages Register, Muster Roll, Adult Register and other register under Factory Act, Shops & Establishment Act, Minimum Wages Act and Payment Wages Act.
  - All types of Factory Return filling within proper time. Preparing Renewal of Shop & Establishment Related Documents.
  - Maintaining audit records (CLRA & Minimum Wage) for Clients under the Labour Laws.
  - Maintaining track records of ESIC E-Pehchan cards, and Timely allotment of ESIC numbers and Pf numbers.
  - Responding the Mails.

Computer Skills/Achievements

- **Got Professional Certificate from ICA**
- **Got Certificate for PageMaker 7,Corel Draw 11 & Photoshop CS2**

Software/Computer Proficiency

- Business Computer Application
- Business Accounting & Accounts Reconciliation
- Direct Tax & Indirect Tax, Banking & Auditing
- Tally ERP-9
- Ace Accounting Software

> **Personal Details:**

Father's Name   : Pradip Kumar Sadhukhan

Nationality   : Indian

Sex   : Male

Date of Birth   : 20/03/1993

Religion   : Hindu

> **Language Proficiency :** English, Bengali, Hindi

> **Hobbies:** Books, Browsing, Listening all types of Music.

> **Declaration:**

I Do Hereby Declare That Above Information Is Correct And Complete To Best Of My Knowledge.

Date-

Place- Kolkata   Signature