Curriculum Vitae

Name: Sudip Sadhukhan

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

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

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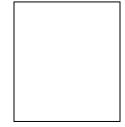
Objectives: Being a part of organization where talent is recognized and appreciated and help the organization to grow, thus enhancing my personal growth as a professional.

Educational Qualification:

Examination	Board	School/ College	Year of Passing	Division
Secondary Examination	W.B.B.S.E.	The Oriental Seminary	2009	2 ND Division
Higher Secondary Examination	W.B.C.H.S.E.	The Oriental Seminary	2011	1st division
B.Com	Calcutta University	Srischandra College	2014	2 ND 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 (15.02.2019 to till now).
 - > PF, ESIC, PT Computation & generate challan within time, Filing ESIC & PFmonthly 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