

# **CURRICULUM VITAE**

**Name** : Apurba Khan  
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## ● **Career Objective:**

Graduated with B. Com with rich accounting experience, currently working Pasari Paints as Accounts Executive. Looking forward to work for an enterprise which will help in value addition and serve as a spring board to move ahead in my career by providing interesting career opportunities and harness the best of my caliber.

## ● **Educational Qualifications:**

<b>Exam Passed</b>	<b>Board/Council</b>	<b>Year of Passing</b>	<b>Name of The Institute</b>	<b>Marks Obtained (%)</b>
Madhyamik	W.B.B.S.E	2006	Nabagram Vidyapith	<b>67.50</b>
Higher Secondary	W.B.C.H.S.E	2008	Nabagram Vidyapith	<b>64.25</b>
BCOM	C.U	2011	A.G.C BOSE COLLEGE	<b>47.50</b>

## ● **IT Skill:**

Tally ERP, Tally ERP 9, Tally Prime, MS Office, Internet Operation

## ● **Certifications:**

- NISM-Series-V-A: Mutual fund Distribution.
- NSE Certified Capital Market Professional.
- Financial Accounting Management.

## ● **Skill:**

- 1. Sense of Responsibility.
- 2. Willingness to learn .
- 3. Versatile.
- 4. Goal oriented.
- 5. Analytical Skills.
- 6. Punctuality.

## ● **Professional Experience and Work History:**

- **03/2020 – Present, Accounts Executive at Pasari Paint( An industrial distributor of paint)**
  - Posting all day to day transaction (all types of accounting voucher) in Tally ERP 9.
  - Prepare monthly reports including both payable and receivable.
  - Handling of waybill.
  - Petty cash maintain.
  - All bank entry and Reconciliation.
  - Month end statement reconciliation of all Creditors.
  - Statutory report (Gstr1/Gstr2)
  - Manage also the **Operation Department**
  
- **10/2017 – 03/2020, Acquisition Manager at Kotak Mahindra Bank Ltd**
  - Responsible for new client acquisition, building new relationships and increasing depth in existing relationships.
  - Cross selling of other financial products-like MF and Equity based investment products.
  - Submitted reports to senior management to aid in business decision-making and planning.
  - Responsible for achieving targets as assigned by the organization on a monthly basis.
  
- **04/2016 - 09/2017, Relationship Manager at Canara Bank Securities Ltd**
  - Create and enforce plans that will help meet the needs of customers.
  - Build long-term relationships with clients and customers.
  - Work quickly to address and resolve customer issues.
  - Help promote and maintain a positive company image.
  
- **08/2013 - 02/2016, Junior Assistantat Manappuram Finance Ltd**
  - Network within communities to find and attract new business.
  - Took calls to set appointments, answer questions and resolve concerns.
  - Planned and executed events and marketing programs.

## ● **Personal Details:**

**Languages Known** : Bengali (R/W/S), Hindi (R/S) & English(R/W/S).

**Hobbies** : Travelling, Trekking, Playing Football.

**Caste** : General

**Religion** : Hindu

**Date of Birth** : 01.02.1990

**Gender** : Male

**Nationality** : Indian

**Marital Status** : Unmarried

Place: Konnagar, Hooghly.

Date: 23.05.2022

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Signature  
(APURBA KHAN)