

RESUME

Name	JOYDEEP CHAKRABARTY
Personal Information	<p>Date of Birth: 24-01-1991 Language Speaking: English/Bengali/Hindi Language Writing: English/Bengali Contact No: +919836894367 Mailing Address: P-37 Motijheel Avenue, Kolkata-700074 Email id: joydeepcha24@gmail.com</p>
Job Experience	<p>EMPLOYER NAME: EDUCREST CONSULTING PVT LTD (A UNIT OF VISION GROUP) Position Held: Assistant Manager (Finance) Period: 3rd February 2019-Present <u>Performed following duties: -</u> (I) Responsible for monitoring of Fees which was collected from students and also preparing and controlling the University Fees payment. (II) Responsible for monitoring of various Central as well as State Government skill based project. (III) Monitoring the Internal Control of the above-mentioned entity. (IV) Maintenance of Govt Project Revenue and Expenses on a day-to-day basis.</p> <p>EMPLOYER NAME: ICICI PRUDENTIAL LIFE INSURANCE COMPANY LIMITED Position Held: Assistant Manager (Finance) Period: 17th August 2016-14th March 2017 <u>Performed following duties: -</u> (I) Responsible for the preparation of Agent level data. (II) Responsible for the preparation of Life Council Report by Co-ordinating various teams. (III) Continuously learning use of various techniques of “Business Objects” tool which are necessary for Reporting. (IV) Also Responsible of various other reports to meet ad-hoc requirement of several authorities which includes concerned Ministry of Government of India and other Insurance Regulatory Authorities. (V) Responsible for preparation of Group Policy Data Report</p> <p>EMPLOYER NAME: SOAHAM ROAD CONSTRUCTION EQUIPMENT PRIVATE LIMITED Position Held: Assistant (Accounts) Period: 1st August 2008-31st March 2012 <u>Perform the following duties: -</u> (I) Maintenance of Cash and Bank Book on a day-to-day basis. (II) Also checking and updated the Bills/Invoice and Maintenance of various Ledgers. (III) Frequently check the Debtors and Creditors Register and also updated as and when required.</p>
Technical Experience(Articles ship)	<p>EMPLOYER NAME: G. BASU & COMPANY LIMITED Position Held: Article Assistant Period: 3rd April 2012-2nd April 2015 <u>Experience are mentioned below: -</u> 1. Limited Review of South Eastern Coal Field (SECL) Ltd -Checking of stock valuation as per rule mentioned in AS-2. -Checking of various statutory dues and vouching.</p>

	<p>-Checking of Fixed assets registered as per latest amendment provided by Companies Act 2013.</p> <p>-Checking of various Balance sheet items like Sundry Debtors, Sundry creditors, Cash, Bank, Long term liabilities, Short term liabilities.</p> <p>2. Statutory Audit of Bank of Maharashtra</p> <p><u>Branch level Activity:</u></p> <p>-Checking of various loan sanctioned by the branch as per guidelines of RBI.</p> <p>-Checking of LFAR of the concerned branch.</p> <p>-Checking of Branch level expenses.</p> <p><u>Zonal Level Activity:</u></p> <p>-Working basically on consolidated part.</p> <p>-Checking of Consolidated LFAR of the Zone.</p> <p>3. Audit of Braithwaite & Company Ltd</p> <p>-Checking of the expenditure and the level of its authorization.</p> <p>-Checking of the Purchase, Sales as well as Sundry Debtors and Creditors.</p> <p>-Also Responsible for checking of Fixed Assets Register.</p> <p>4. Audit of Dabur India Ltd</p> <p>-Level of activity is restricted only to the unit level.</p> <p>-Checking of the State environment laws regarding the factory work.</p> <p>-Checking of Sundry Debtors, Creditors, and Advances.</p> <p>5. Also doing the Stock audit, Limited Review of other Closely held companies.</p>																														
<p>Achievement (Special Project)</p>	<p>Employer Name: ICICI PRUDENTIAL LIFE INSURANCE COMPANY LIMITED</p> <p>Although from non-technical background, was able to undertake MIS-IT related issues and successfully comprehended the trigger points and able to co-ordinate and guide MIS-IT Teams for preparation of various Automated Reports of the Company and also transform the Normal Reports to Automated Reports which helps to reduce the Human Intervention as well as preparation time.</p>																														
<p>Educational Qualification</p>	<table border="1"> <thead> <tr> <th>Period</th> <th>Degree</th> <th>University/Board</th> <th>Status</th> <th>Marks (%)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>CA-FINAL (GROUP-1)</td> <td>The Institute of Chartered Accountant of India (ICAI)</td> <td>Completed</td> <td>54.25</td> </tr> <tr> <td>2012</td> <td>CA-IPCE</td> <td>The Institute of Chartered Accountant of India (ICAI)</td> <td>Completed</td> <td>57.14</td> </tr> <tr> <td>2011</td> <td>B.COM(HONS)</td> <td>University of Calcutta</td> <td>1st class</td> <td>63.00</td> </tr> <tr> <td>2008</td> <td>HIGHER SCONDARY(XII)</td> <td>West Bengal Council of Higher Secondary Education</td> <td>Passed (Grade-A)</td> <td>73.29</td> </tr> <tr> <td>2006</td> <td>MADHYAMIK (X)</td> <td>West Bengal Board of Secondary Education</td> <td>1st Division</td> <td>67.50</td> </tr> </tbody> </table>	Period	Degree	University/Board	Status	Marks (%)	2016	CA-FINAL (GROUP-1)	The Institute of Chartered Accountant of India (ICAI)	Completed	54.25	2012	CA-IPCE	The Institute of Chartered Accountant of India (ICAI)	Completed	57.14	2011	B.COM(HONS)	University of Calcutta	1 st class	63.00	2008	HIGHER SCONDARY(XII)	West Bengal Council of Higher Secondary Education	Passed (Grade-A)	73.29	2006	MADHYAMIK (X)	West Bengal Board of Secondary Education	1 st Division	67.50
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