

**Name - RIKTAM DAS**

**Primary Contact No- 9123712152**

**Alternative contact No- 9748298493**

**Email ID : riktamdas95@gmail.com**

**Adress: 18/7/1 'B' Road Bamangachi Salkia Howrah-711106**

### **CAREER OBJECTIVE:**

Looking forward to an opportunity wherein I can utilize my skills with respect to Project Management and development in contributing effectively to success of the organization and also for further improvement of my personal and professional skills.

### **PROFESSIONAL EXPERIENCE:**

23-3-2018

To THE GDSP ACADEMY

21-10-2018 (MARKETING EXECUTIVE)

- Organized Marketing campaigns,
- Market research and analyzing,
- Plan, prepare and manage the publication and distribution of publicity materials,
- Represent the company at events,
- Promotional activities,

1-11-2017

TO AZAD HIND IRON PVT LTD & S.K IRON PRODUCTS PVT LTD

STILLWORKING (ACCOUNTS EXECUTIVE)

- Maintain Daily sales and purchase book,
- Monthly bank statement, cash book,
- Generate Daily sales bile's and E-way bile's,
- Maintain weekly stock, BRS
- Prepared Monthly Wages and Bonus
- GST, Taxation
- ERP9, Tally Prime

**PROFESSIONAL QUALIFICATION:**

<u>Skills Category</u>	<u>Skills Name</u>	<u>Academy</u>
WINDOWS M.S.OFFICE	Word, Excel, PowerPoint, Access, Internet	APTECH Computer Education
WEB DEVELOPMENT	Html, Css3, Java Script, Bootstrap, JQuery, PHP, MySQL	APTECH Computer Education
ACCOUNTING	Tally	THE GDSP ACADEMY

**ACADEMIC QUALIFICATION:**

<u>Educational Qualification</u>	<u>Board/University</u>	<u>Passing Year</u>	<u>% of Marks</u>
GRADUATE(B.COM)	CALCUTTA UNIVERSITY	2018	36%
HIGHER SECONDARY	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2013	50%
Madhyamik	WEST BENGAL BOARD OF SECONDARY EDUCATION	2011	53%

**PERSONAL INFORMATION:**

**Father's Name** : Rabindranath Das  
**Date of Birth** : 10/06/1995  
**Languages Known** : English, Hindi, and Bengali  
**Hobby** : reading story books  
**Marital Status** : Unmarried

**Declaration:** I hereby declare that, all the information furnished above are true to the best of my knowledge & belief.

Place: Bamangachi  
Date:

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Candidate's signature