

CURRICULUM VITAE

SAIKAT CHATTORAJ

Address: Vill+ P.O. - Damra

Dist - Paschim Bardhaman

P.S. - Asansol South

Pin - 713339

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Career Objective

Seeking a position as an experienced accountant, where I can employ my skills and knowledge.

Job Experience

Position	Company Name	Duration
Accountant and Bank Auditor	Naha Dhar Kapur & Co.	01/05/2017 to 30/04/2019
Accountant	J.S. Mohar Construction Company Pvt. Ltd.	01/05/2019 to 31/12/2020
Assistant Accountant	Dutta Car and Company	07/03/2021 to At present

EDUCATIONAL

Examination	Board/University	Year of Passing
Madhyamik	WBBSE	2011
H.S.	WBCHSE	2013
B.Com (Gen.)	Burdwan University	2016

STRENGTHS:

- Hardworking, dedicated and passionate about work.
- Proficient in using computer and the internet .

- Have great knowledge about GST.

TECHNICAL SKILLS

- Certificate course in accounts operation (6 month)
- Inventory clerk course from PMKVY.
- Electrical House Wiring & Motor Winding from WBSCTVE(6 month)

Windows

Tally7.2,Tally9.0

Microsoft office (Excel, PowerPoint, Word)

Internet

LANGUAGE

- Bengali
- English
- Hindi

PERSONAL PROFILE

- **Name:** Saikat Chatteraj
- **Date of birth:**07/04/1994
- **Gender:** Male.
- **Marital Status:** Single
- **Father's Name:** Uttam Kumar Chatteraj
- **Mother's Name:** Lina Chatteraj

I hereby assure that the details stated above are true to the best of my knowledge.

Place: Asansol

Date: 10/05/2021



(Saikat Chatteraj)