

BIJIT DAS

Permanent Address:
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E-Mail:
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Personal Data:

Date of Birth: 08.03.1986

**Father's Name-Mr. Bikash
Das**

**Father's Occupation-
Business**

Gender: Male

Nationality: Indian

Marital Status: Married

Languages Known:

English, Hindi, Bengali

CAREER OBJECTIVE :

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organisation with positive attitude and efficiency.

EDUCATIONAL QUALIFICATION:

B.Com	in 2008 from Calcutta University
Class XII	in 2004 from WBCHSE
Class X	in 2002 from WBSE

COMPUTER SKILLS:

- Microsoft Word
- Microsoft Excel
- Tally ERP 9 (F.A.)
- D.T.P.(Photoshop)

WORK EXPERIENCE :

- Working in ICICI securities Ltd – in Operation Department [Since 27th September 2010 to 30th June 2013] Under **INTELLECT SUPPORT SERVICES PVT LTD- ISEC.**
- Working in **PURTA BHAVAN** as a Data entry operator [Since 2nd January 2014 to 31st December 2015.
- Working in **GANA UNNAYAN PARSAD** Junior Accountant cum Data entry operator [Since 1st April 2016 to 14th April 2016]
- Now working in **GAMA HOSPITALITY LTD.-** Sister concern of **KEVENTER AGRO LTD** as Accounts Executive [Since 15th April 2016]

RESPONSIBILITIES INCLUDED IN : ICICI SECURITIES

Working in ICICI securities Ltd – in Operation Department [Since 27th September 2010] Under **INTELLECT SUPPORT SERVICES PVT LTD- ISEC LTD.**

Account Opening

- Scrutinizing and processing savings, demat and trading opening forms as per KYC guidelines of the Bank

Maintenance Quarries

- Scrutinizing maintenance documentation quarries of KYC or Rejected forms as per KYC guidelines of the bank (e.g. addition or deletion of applicant new document updating for the account and all type of account maintenance related activity)

Investment Account

- Scrutinizing and processing wealth account opening forms as per KYC guidelines of the bank

Forms Login

- To login Form (e.g. 3 in 1 account form, investment forms, sub broker form, ATS form, NRI forms, corporate form etc.) provided by the wealth Relationship managers, Sales manager and Coordinate with branch operation, Fund houses.

Compliance Issues

- Coordinate with RSM and SM for resolving the compliance issues for exiting accounts and new account related issued for commercial and retail banking

Maintenance MIS Reports

- Report II : Forms issued to Sales Manager.
- Report IV: Stock maintenance
- Report XIII : All details of the applicant and Sales Manager when login the form in system
- Report VIII: Customer services(**FCRM**) and Dispatch

RESPONSIBILITIES INCLUDED IN : PURTO BHAVAN

- Quarries of Pension Holder
- Scrutinizing the Life Certificate Forms
- Renewal the Life Certificate in System
- Controlling the Form Receiver Department

RESPONSIBILITIES INCLUDED IN : KEVENTER AGRO GROUP

- Bill Receivable , Bill Payable and General Accounting.
- Vender Reconciliation
- Streamlining complete processing invoices and resolving issues / escalations on timely manner to foster vendor relationships.
- All intercompany Reconciliation and done rectified necessary entries.
- Petty Cash entries.
- Inventory maintenance .
- MIS maintaining of Maintenance Department.
- Bank Reconciliation and done rectified necessary entries.
- Ensuring on time and accurate processing of Vendor invoice.
- TDS Calculation and Return
- Cash handling
- Stock Audit

HOBBIES :

- Listening music
- Playing Cricket

PERSONAL ASSETS :

My strength may be marked with three words :-

- Integrity
- Innovation
- Initiative

SALARY EXPECTATION :

3.2 lks per Annum

DECLARATION:

I hereby declare that whatever is stated above is true to the best of my knowledge and belief.
Place: Kolkata (W.B)

(**BIJIT DAS**)

Date: _____

