

## **RESUME**

### **BISHAL SHAW**

Address : 7/2 Madan Paul Lane, P.O. Bhawanipur, Kolkata-700025, West Bengal, India

Mob. : (+91)6290931278

E-mail : bishalshaw1820@gmail.com

### **Career Objective:**

Goal oriented individual, looking to work for a firm that has a strong sense of commitment for professional excellence. To contribute to an organization, this has growth, prospects and which is able to effectively use my skill and experience and provide me with opportunities for the upward movement along with providing healthy atmosphere.

### **Working Experience:**

1. Startek.as CCE in Berger Paints India Ltd. Process. (01.02.2021 to 31.07.2022)
2. Working in TATA AiA from 22.08.2022 to 01.12.2022
3. Currently Working in Niva Bupa Health Insurance

### **Achievement:**

- In Berger paints process one time promotion and 5 time employee of the month award, and my last designation in Starttek was sr. executive.

### **Current Job Profile & SKILLS**

- Responsibility of dealer handling.
- Lead query. Lead Updating, Token Updating,
- Maintaining MIS, Advance Excel, Data Entry, Accounts and finance, Knowledge of G.S.T, Tally, Bills payable and Bills Receivable, Cash Flow analysis, Budget analysis, Advance bookkeeping skills, Mentaning Balance sheet
- Knowledge an experience of SAP, Examine the financial statements, accuracy of records, prepare tax return an ensure that the taxes are paid by company, Budget Analysis, Management Analysis, irregularities & errors finding, Audit/Analysis, Knowledge of company law.
- Taking care of registered Painter, & new painter enrolment.
- Invoice Processing From Dealer, TSI, & Depot, sales enquiries, Marketing analytics.
- Handling Product complaint and Lead Complaint, Response customer feedback.

### **Previous Company Role & Responsibilities**

- **Creating Audit Report.**
- **Internal Audit.**

- **Checking Voucher.** (Cgst, Sgst,Igst)
- **GST-GST R-1.**
- **GST-GST R-2(A)**
- **GST- GST R3B**
- **ITC- Input Tax Credit, ECT.**

**Educational Qualification:**

<b>Examinations</b>	<b>Institute.</b>	<b>University</b>	<b>Year of Passing</b>	<b>percentage</b>
B.Com (Hons.)	Prafulla Chandra College.	Calcutta University	2021	75%
H.S	South Suburban School	W.B.C.H.S.E	2018	81.3 %
MADHYAMIK	Chakraberia High School	W.B.B.S.E	2016	50%

**Personal Details:**

Father's Name : Dilip Shaw  
 Date of Birth : 23<sup>rd</sup> August 1997  
 Contact No. : 6290931278  
 Sex : Male  
 Marital status : Unmarried  
 Language Known : English, Hindi, Bengali

Date .....

Place .....