

SUDIPTA DAS

Sodepur ghola c block
Plot no -705, RD NO -12
Kolkata - 700110, 24PGS(N)
Phone no- 8013242728

[Email:dassudipta8013@gmail.com](mailto:dassudipta8013@gmail.com)

OBJECTIVE

I am seeking an entry level position, which gives me an opportunity to learn as well contribute to the growth of the organization through my sincere and hardworking efforts.

PERSONAL DETAILS

NAME - Sudipta das
FATHER NAME - Kajal Das
MOTHER NAME - Uma das
ADDRESS - Sodepure ghola c block, plot no 705, 24 PGS (N), kol-700110, PO- sodepure
DATE OF BIRTH - 04th February 1990.
RELIGION - HINDU
MARRITAL STATUS - Unmarried
HOBBY - Communicating people, listening to music, and playing cricket
LANGUAGES - Bengali, Hindi, English

EDUCATION

2011 - B.COM (H) 49% (Barasat University)
2008 - HIGHER SECONDARY (10+2) 53% (WBCOHS)
2006 - MADHYAMIK (10th) 2nd class (WBBOSE)

PERSONAL COURSE

2010-2011 - CFAS & DFAS (Tally) Barrackpore youth university

EXPERIENCE SOFTWARE

Tally ERP 9, POS, BUSY 9, INTERNET, Knowledge SAP

KEY WORD SUMMARY

Duty is to analyze, complete, co-ordinate, deliver, improve, organize participate, perform plan prepare, record and study.

J.K. PROTOMAX PVT LTD (JUNIOR ACCOUNTANT) (03.01.2017 – till date)

Purchase & sale bill entry in busy.
All voucher entry in busy. (Receipt, Payment)
Production entry in busy. (Powder+Liquied)
Petty cash handling
All filing important documents
Salary payable in bulk NEFT
All PF and ESI documents maintain.
All in and out gate pass maintain.
Cash salary paid to labor at factory.
Monthly batch card scanning and filing and busy manually updating.
Monthly all finish goods, raw material, packing materials export in Busy.
All stock report daily basis hand over all dept.
All debtor's payment maintains and follow up.
Factory and office expenses maintain in excel and follow up
Logistic dept follow up and payment clear.
Knowledge TDS & GST.

ARADHANA DISTRIBUTERS (AUSTIN GROUP) ACCOUNTS ASSISTANT & CASHIER) 01.01.2015 – 30.11.2016

Main cash handling.
Petty cash handling.
Manually voucher entry
Monthly petrol & diesel expense maintain.
Monthly demo car expense calculation
Cash book and bank book maintain.
All cash voucher sincerely filling.
Atten days maintain.
Follow-up by MD & CEO etc.

RAJ MARBLES (ACCOUNTS ASSISTANT) (12.11.2012 – 31.12.2014)

Sale voucher entry in tally.
Purchase bill entry in tally.
Receipt, Payment & contra entry.
Stock book payment and report.
Collection of vendor payment.
Claque deposit.
Phone call attend sub dealer and written purchase order.
All filling.

DECLARATION

I hare by declare that the above information and statements are true and correct according to my best knowledge and belief

PLACE- SODEPURE

Suekpta Das.
Your Faithfully