

DEBAPRIYO DUTTA

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Application for the Post of: - Administration / Accounts / Cashier / Manager Back Office
PREFERRED LOCATION –KOLKATA – WEST BENGAL

Curriculum Vitae

<u>FATHER'S NAME</u>	Sri A.Dutta
<u>PRESENT ADDRESS</u> (For Correspondence)	Kolkata North – West Bengal
<u>DATE OF BIRTH</u>	23 RD October, 1973
<u>NATIONALITY/CATEGORY</u> <u>/ CASTE</u>	Indian / Hindu / General
<u>LANGUAGE(S) KNOWN</u>	<u>ENGLISH :- READ / WRITE / SPEAK</u> <u>BENGALI :- READ / WRITE / SPEAK</u> <u>HINDI :- SPEAK ONLY</u>
<u>GENDER</u>	<u>Male</u>
<u>MARITAL STATUS</u>	Married
<u>CAREER OBJECTIVES</u>	To flourish under efficient and professional management, to learn & extend my knowledge in the field of Finance & Accounts, to strive hard for the success of the organization, talk less but work more & work in a quality based environment where I can share my experiences and enrich it.
<u>ACADEMIC QUALIFICATION</u>	<u>COMMERCE GRADUATE</u> 1994 - Passed Class - X under C.B.S.E board 1996 - Passed Class - XII under C.B.S.E board 1999 - Passed B'Com under Madurai Kamaraj University Madras board

Work Experiences :-

JINTEX INDIA PVT LTD – (Leather Manufacturing Unit)

HEAD OFFICE – TAIWAN

SCIENCE CITY – CHINA TOWN, KOLKATA

WORKED FROM APRIL 1998 TO FEBRUARY 2010

Office Executive / Correspondent / Accounts with all types of routine office jobs, Office administration etc. (In-Office based jobs)

Reason of leaving the Office :-

Relocation was not possible that moment from my side

SUNLIFE SCIENCES (PHARMACEUTICAL COMPANY)

ANAND VIHAR – NEW DELHI

WORKED FROM APRIL – 2010 TO JULY 2022

Manager / Administration / Accounts / Cashier

Reason of looking for a change of job :-

Management of Sunlife Sciences had transferred me in Mumbai-Maharashtra

Present Employer :-

MAGENTA GROUP (Chitra Technomec Pvt Ltd Construction - L&T LTD)

POWAI – MUMBAI MAHARASHTRA

WORKING FROM SEPTEMBER – 2022 TO TILL DATE


Accountant / Administration / Back Office Manager

Reason of looking for a change of job :-

Will not able to relocate Coimbatore due to family reason

ROLES & RESPONSIBILITIES

<p><u>Entire Office Administration</u></p>	<p>Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance. Manage agendas/travel arrangements/appointments etc. for the upper management. Manage phone calls and correspondence (e-mail, letters, packages etc). Create and update records and databases with personnel, financial and other data. Track stocks of office supplies and place orders when necessary. Submit timely reports and prepare presentations/proposals as assigned. Assist colleagues whenever necessary.</p>
<p><u>Accounting works</u></p>	<p>All accounting Entries, passing Journals, maintaining Bank & Bank reconciliation, Cash Handling, Invoicing, Issuing E-way bill, Cheque Preparation, Preparation of Salary & Travelling Expenses, Preparing all office correspondence, Scrutinizing of Party Ledgers, maintaining Sundry Debtors & Creditors, Initiating Vendors payments as per ageing chart through RTGS, NEFT, IMPS, CHEQUE, TDS workings, TCS workings, GST workings, Coordinating with Company CA at the time of Company Audit & maintaining US Accounting on Quick book software. Bank entries & reconciliation, Entering Bills on bill.com etc.....</p>

<u>STRENGTH</u>	I got the ability of solving/resolving any types of official dispute raised from either Government sector, Private sector or from any other sectors on behalf of my organization through email interaction, if the dispute is not created from our part. I have done this successfully numerous times in my life span till date & have massive confidence to continue the same in coming days as well as if required. The matter will definitely get resolve amicably with cent percent surety.
<u>EXTRA CURRICULUM ACTIVITIES</u>	US accounting – Quick Book Software Ms-Office, Tally, Proman, Marg, Fact, Busy, Accord
<u>PRESENT SALARY DRAWN</u>	Rs 40000/- Per month (Including PF)
<u>EXPECTED SALARY</u>	As per Company's discretion
<u>PHOTOGRAPH</u>	
<u>NOTICE PERIOD</u>	Within 7 working days
<u>NAME OF APPLICANT</u> <u>SIGNATURE</u> <u>DATE</u>	DEBAPRIYO DUTTA
<u>Please Note :-</u>	I ardently request you to kindly read my resume thoroughly first of all & then initiate contact with me, if my profile suits your Company.

I hereby assure that the information's & data's furnished by me as above is true to the best of my knowledge.