

PAPAI KARMAKAR

Bandipur, Thakur Colony, P.O.– Bandipur,
P.S.- Khardaha Dist.- 24 Parganas (N) Kolkata – 700119.

Contact No.: +91-9062385492

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OBJECTIVE

To work in a suitable position where my professional experiences, multitasking attributes and dedication to continuous improvement will result in productive contribution to the organization.

PROFESSIONAL SUMMARY AND COMPETENCY

- ❖ My ambition is to become a professional in your highly esteem organization and work hard decently for the benefits of your organization.
- ❖ Computer proficient in MS Office programs.
- ❖ A good team player with the capacity to work successfully with people at all the levels of an organization.
- ❖ Adept in ascertaining needs and goals, streaming and envisioning new concept.

PROFESSIONAL EXPERIENCE (12 YEARS)

DIGITATION PROJECT OF INDIAN PATENT OFFICE

AT CP-2 SEC-5

Data Entry Operator – 1st January'2016 to onwards.

Millennium Business Solutions India

KEY DELIVERABLES :

- ❖ Data Entry done in Module.
- ❖ Keep files with the project documents, expert reports.
- ❖ Keep regular contact with Project Management Unit to inform them about the project details and changes.

Data Entry Operator – 1st January'2015 – 31st December'2015

Nevaeh Technology Pvt. Ltd. (URL: www.nevaehtech.com)

KEY DELIVERABLES :

- ❖ Data Entry done in Module.
- ❖ Keep files with the project documents, expert reports.
- ❖ Keep regular contact with Project Management Unit to inform them about the project details and changes.

Data Entry Operator – 1st January'2014 – 31st December'2014

Venus Guards & Allied Services Pvt. Ltd. (URL: venusguards.alliedservices@gmail.com)

KEY DELIVERABLES :

- ❖ Data Entry done in Module.
- ❖ Keep files with the project documents, expert reports.

- ❖ Keep regular contact with Project Management Unit to inform them about the project details and changes.

Accountant - 1st January'2012 – 31st December'2013
Nivedan Sales Pvt. Ltd. (URL: krishnamcreations@gmail.com)

KEY DELIVERABLES :

- ❖ Maintaining Books of accounts and Commercial responsibilities.
- ❖ Reconciliation of Bank & Vendors account including balance confirmation.
- ❖ Salary processing & disburse.
- ❖ Handling total Cash operation of the organization.
- ❖ Projection of Fund, department wise budgeting with timely payment to suppliers and other dues and also adjusting advance payments to suppliers time to time.
- ❖ Reconciliation of Bank & Vendors account including balance confirmation
- ❖ Maintaining accounts of purchase and maintenance bills.

EDUCATION & TRAINING

ACADAMIC :

- ❖ **Bachelor of Arts (HONS.), 2020**
Netaji Subhas Open **Calcutta University**.
- ❖ **Higher Secondary Examination (Commerce Stream), 2009.**
Narkel Danga High School, W.B.C.H.S.E.
- ❖ **Secondary Examination, 2007.**
Narkel Danga High School, W.B.B.S.E.

SOFTWARE SKILLS :

- ❖ MS Word, Excel, Adobe Photoshop, Adobe Acrobat, Internet. Tally ERP9
Tally Prime, GST Purchase Bill, GST Sales Bill.

PERSONAL DETAILS

Date-of-Birth : 16th December 1989.
Father's Name : Dharmendra Karmakar.
Marital Status : Married.
Nationalities : Indian.
Hobbies : Playing cricket, listening music, Travelling.

Signature :

Date : 23rd March 2023