*Curriculum Vitae*

**

KATHIN MONDAL

ADDRESS: - 51/8 SASTRI NARENDRA NATH GANGULY ROAD,

P.O: SANTRAGACHI, DIST: HOWRAH,

WEST BENGAL, PIN – 711 104

MOBILE NO : - (+91) 9088331991 / 9836923362.

**Email:** **kathin.mondal44@gmail.com**

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| OBJECTIVE |

# To pursue a professionally and personally satisfying career. What I bring with me is Adaptability, Determination, Honesty, and Sincerity.

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| ACADEMIC QUALIFICATIONS |

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| **DEGREE / CERTIFICATE** | **UNIVERSITY/BOARD** | **PERCENTAGE** | **YEAR** |
| B.COM (HONS) | CALCUTTA UNIVERSITY | 54.87% | 2006 |
| HIGHER SECONDARY | WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION | 60.00 % | 2003 |
| SECONDARY | WEST BENGAL BOARD OF SECONDARY  EDUCATION | 65.12% | 2001 |

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| PROFESSIONAL TRAINING |

Passed **DIPLOMA IN SOFTWARE OPERATION** in the year 2006 with **“A”** grade from **RAMKRISHNA INSTITUTE OF COMPUTER EDUCATION (R.I.C.E).**

I am learning **Tally** from **Tally Academy**.

### WORKING EXPERIENCE

Worked as a Data Entry operator from (28.05.2018 to 10.11.2018) at (MEDICINE C& F) **EXIM DISTRIBUTORS PVT. LTD.** Howrah Branch.

Working as a Computer Operator from 19.11.2018 to till now at **(**MEDICINE C & F) **SKYLAB BENGAL** at HOWRAH.

* **Working with ERP Software.**

**Job Profile:**

* **Sale & Purchase entry.**
* **Credit Note Raised.**
* **PDC Entry.**
* **LR Entry**
* **Physical stock verification**
* **Coordinate with Distribution & Logistics team of Medicine Company.**

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| PERSONAL DETAILS |

**Father’s name: Kablu Mondal.**

**Date Of Birth: 6th October 1984.**

**Marital status: Single**

**Language known: Bengali, English and Hindi**

**Mobile no.: (+91) 9088331991 / 9836923362.**

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| DECLARATION |

I hereby declare that the above information is true in best of knowledge and belief.

**Date:**

**Place:**  **Kathin Mondal**