

## **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 – 1<sup>st</sup> 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 – 1<sup>st</sup> January'2015 – 31<sup>st</sup> December'2015**

**Nevaeh Technology Pvt. Ltd. (URL: [www.nevaehtech.com](http://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 – 1<sup>st</sup> January'2014 – 31<sup>st</sup> December'2014**

**Venus Guards & Allied Services Pvt. Ltd. (URL: [venusguards.alliedservices@gmail.com](mailto: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 - 1<sup>st</sup> January'2012 – 31<sup>st</sup> December'2013**  
**Nivedan Sales Pvt. Ltd. (URL: [krishnamcreations@gmail.com](mailto: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** : 16<sup>th</sup> December 1989.  
**Father's Name** : Dharmendra Karmakar.  
**Marital Status** : Married.  
**Nationalities** : Indian.  
**Hobbies** : Playing cricket, listening music, Travelling.

**Signature :**

**Date : 12<sup>th</sup> May 2023**