

SUDIPTA SUR

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Mobile No: +91-9874928625



Objective:

Seasoned and successful Account Executive cum Office Administrator bringing 11+ years of experience in high-value B2B sales. Ready to leverage my keen ability to quickly build meaningful relationships with prospective customers in an environment.

Experience:

- ✓ May 2011 - Till Date – **Office Administrator & Accounts Executive M/s. Goldfinn Technologies (IPR Attorneys).**
- ✓ July 2005 - April 2011 – **Accounts Assistant - in M/s. Oswal Thread Private Limited (Sewing Machine & Thread Dealers).**
- ✓ Sept 2000 – June 2005 – **Share Market Executive - in M/s. C. K. Tibrewala & Co. (Stockbroker).**

Main Responsibility:

- Trademark Analyst is to perform watch for opposition matters, trademark status reports for clients.
- Trademark Portfolio Management for various clients.
- Conduct Trademark search and advice on availability and selection of a good Trademark.
- Assisted in preparation of return of income.
- Assisted in conducting Internal Audit Report.

Key Skill:

- ❖ Trademark docketing and meeting with clients to get documents for filings, Opposition and other matters.
- ❖ Filing of Trademark, Copyright and Design registration applications and others matter.
- ❖ Check Trademark, Copyrights, Design Journal Reports and finding out infringing applications of client's trademarks that has been published and which can be Opposed.
- ❖ Preparing Accounts Report (Trial Balance, Profit & Loss Accounts and Balance Sheet), Debtors & Creditors List.
- ❖ Accounting entries (Sale, Purchase, Journal, Bank, Cash Book etc.) in Tally Prime.
- ❖ Preparing Cash Voucher, Bank Voucher, Journal Voucher.
- ❖ Handling Day to Day Office Administration.
- ❖ Reconciliation Bank, Cash.
- ❖ Calculation & Reconciliation of TDS and GST.
- ❖ Preparing E-way Bill and E-Invoice.
- ❖ Filing of TDS Return.

- ❖ Payroll & Stock Management.
- ❖ Capability of handling all relevant Back Office Operation Particularly Accounting sections.
- ❖ A sound knowledge and understanding of Accounting Principal and its Formulations.
- ❖ A team Player with Self- Confidence and have been acclaimed for sincere and hard-working attitude.

COMPUTER SKILL

OPERATING SYSTEM : WINDOWS 2000, XP2000
 APPLICATION SOFTWARE : MS-OFFICE (WORD, ADVANCE EXCEL like as VLOOKUP, PIVOT TABLE), Google Sheet.
 ACCOUNTING SOFTWARE : **Tally-Prime, Fame-W**

Academic Credentials

YEAR	NAME OF EXAMINATION	BOARD/ UNIVERSITY	CLASS/ DIVISION	REMARKS
1998	B. COM (HONS)	CALCUTTA UNIVERSITY	2 ND	52%
1995	HIGHER SECONDARY	WBCHSE	2 ND	49%
1993	MADHYAMIK	WBBSE	2 ND	57%

Value offered:

- Sincerity and loyalty towards organization
- Discipline and planned approach towards everything
- Optimum utilization of resources

Personal Information:

Fathers name : Late Sri Prabhat Kumar Sur
 Mothers name : Late Smt. Sikha Sur
 Date Of Birth : 23-11-1976
 Marital Status : Married
 Hobbies : Surfing internet for searching relevant thing that I can add more valuable things to my knowledge.
 Permanent Address : Mukti Apartment, 15/10, Hari Mohan Dutta Road, Dum Dum Cantonment, Kolkata – 700 028, West Bengal.
 Mobile No. : +91 9874928625

Deceleration: I hereby declare that the above information is correct & complete to the best of my knowledge.

DATE:

PLACE : Kolkata

Sudipta Sur