

SUBHANKAR DEY

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Contact No. 8017314192/8336884858



Career Objective:

To grow with a progressive organization by synergizing my skills and knowledge acquired throughout my academic and professional career that would dramatically work towards the growth of the organizations by hard work and sincerity.

Qualification:--

Exampd passed	Board/University	Subject	Marks	Year
X	WBBSE	Ben, Eng, math, Sci, Geo, Hist.	393	1994
XII	WBCHSE	Commerce	383	1999
Graduation	UNIVERSITY OF CALCUTTA	Commerce	430	2002
Post-Graduation	NETAJI SUBHAS OPEN UNIVERSITY	Commerce	525	2014

Qualification: ---

- (i) **Diploma in financial accounting systems from--Chinsrah youth computer Training center. (TALLY, MS OFFICE, DATA PROCESSING, NET WORKING)**
- (ii) **Certificate course in Tally ERP.9 from-- Tool Room Kolkata**
Training center Government of India Society, Ministry of Micro Small & Medium Enterprises.
- (iii) Study of various competitive examd from **RICE**. (General combined)
- (iv) **Typing skills: - English, Bengali.**
- (v) **Languages known: -Bengali, English and Hindi.**
- (vi) **Diploma in Hindi Language from central Hindi Directorate. Govt. of India.**
- (v) **Working Knowledge of Tally Prime as purchased and sale entry with GST also knowledge of TDS, e-tendering.**

Experiences:-

- (A) **Company** : - North Kolkata public High School, Dumdum. Kol-74
Designation : - Accountant cum Cashier
Period : - May 2010 To March, 2012
Experience Type : - 1. Maintain all records like vouchers, receipts, bill and payment.
2. Cash handling, Admission, Fees Collection, Student Coordinator.
3. Banking works like a cheques issue for clearing cash deposit.
4. Cash book Handling. Question set-up
5. Prepare salary statement, PF and ESI A/C and petty cash.
- (B) **Company** : Global Dried Flowers.
Designation : Accountant cum Stock maintained.
Period : From May 2013 to Dec. 2015
Experience Type : 1. Stock Mentation counting and stock Audit,
2. Accounting work on Tally ERP.9.
3. Prepare salary statement, PF A/C, worker salary, daily
4. Wages for worker and Petty cash.
- (C) **Company** : - D'damas Jeweller (India)pvt. Ltd.
Designation : - Accountant Executive
Period : - January 2016 to October 2018.
Experience Type : - 1. Maintain all records like vouchers, receipts, bill payments.
Daily stock maintains. petty cash records.
2. Banking works like cheques issue for clearing cash.
3. Cash and cheques deposit, NEFT& RTGS.
4. Working on Tally ERP.
- (e) **Company** : - Sri Aurobinda Engineering Institute.
Designation :- Accountant
Current : -- Jan. 2019 to
Job responsibility : - 1 . Maintain all records like vouchers, receipts, bill payments.
handling, Admission, Fees Collection, Student Coordinator.
2. Banking works like a cheques issue for clearing cash deposit, NEFT & RTGS.
3. Work on Tally prime, GST, Cost center creation, payment voucherDaily petty cash maintained and PF and ESI work.

Personal details:-

Name : - Subhankar Dey
Father's Name : - Sankar Dey
Date of Birth : - 06/11/1977
Marital Status : - MARRIED
SEX : - Male
Address : - Harirdadanga, ward-1, Daspukur, Garardhar,
Chandannagar, Hooghly, pin-712136

Declaration:-

I hereby declare that the above information by me is true and correct to the best of my Knowledge and belief.

Date: 21/11/2023

Subhankar dey

Place: Chandannagar.

