

## ARINDAM SARKAR

<b>Address</b> : Rick Co-Operative Housing Society Ltd., Q-68, Flat No. 2, Baishnabghata Patuli Township, Kolkata-700094.	
<b>Mobile</b> : +919831793810, +919330100732	
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### Work Experience: Present

- 1) Since 1<sup>st</sup> January, 2016 to 31.03.2022 as a 'Contractual Data Entry Operator' in the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry under the assignment of Millennium Business Solutions India, Migma Apartment, 22, Ashutosh Chowdhury Avenue, 3<sup>rd</sup> Floor, Kolkata-700019.
- 2) Since 01.04.2022 to 31.05.2022 as a 'Contractual Data Entry Operator' in the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry.
- 3) Since 07.09.2022 to 31.01.2023 as a 'Contractual Data Entry Operator' in the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry under the assignment of DCM Vigilance & Maintenance Services Pvt. Ltd., Kaikhali Chiriamore, P.O. Dum Dum Airport, Kolkata- 700052.
- 4) Since 02.03.2023 to 31.05.2023 as a 'Contractual Data Entry Operator' in the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry under the assignment of Rakshak Securitas Pvt Ltd., Dwarka, New Delhi-110075.

- Scope of Work:-
- 1) Preparation of Bank Reconciliation Report in the form of CAM-22, Monthly Reconciliation Report of Off line Revenue, monthly Reconciliation Report of Expenditure, Scrutiny of Challans with the figures shown in the monthly Statement of Accounts, Official correspondences with the local Bank, Compliances of monthly report and any other revenue/expenditure related queries from PAO,Mumbai
  - 2) Processing of various Vendors' bills through PFMS under 'Office Expenditure' head.
  - 3) Processing of Start-up bills through PFMS under 'Office Administrative' head.
  - 4) Processing of bills through PFMS for making payment of legal and professional fees under 'Professional and Special Service' head.
  - 5) Processing of bills through PFMS under 'Medical Expenditure' head
  - 6) Processing of bills through PFMS under 'Other Contractual Service' head.
  - 7) Preparation of Report of various files under 'Opposition Section.'
  - 8) Indexing of files into different categories as per online database.
  - 9) Compliances of Accounts related queries, as per requirement.

- 10) Assistance to Drawing and Disbursing Officer in Accounts Section, if required.

### **Work Experience: Previous**

- 1) Since 1<sup>st</sup> January, 2015 to 31<sup>st</sup> December, 2015 as a 'Contractual Data Entry Operator' In the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry under the assignment of Nevaeh Technology Private Limited, New Town, Rajarhat, Kolkata-700156.

- Scope of Work:-**
- 1) Preparation of CAM-22, Reconciliation of monthly Off-line Revenue and Expenditure, Scrutiny of Challans with the figures shown in the monthly Statement of Accounts, Official correspondences with the local Bank, Compliances of monthly report and any other revenue/expenditure related queries from PAO, Mumbai.
  - 2) Preparation of Status Report for different Trade Marks under the jurisdiction of Trade Marks Registry, Kolkata.
  - 3) Preparation of files for Post- Registration Hearings as per the instructions received from the Head Office, Mumbai.
  - 4) Indexing of files into different categories as per online database.
  - 5) Compliances of Accounts related queries, as per requirement.
  - 6) Assistance to Drawing and Disbursing Officer in Opposition Section.

- 2) Since 2<sup>nd</sup> April, 2012 to 31<sup>st</sup> December, 2014 as a 'Computer Operator' in the Trade Marks Registry, Kolkata, Govt. of India, Ministry of Commerce and Industry under the assignment of Millennium Business Solutions India, Sector-V, Kolkata-700 091.

- Scope of Work:-**
- 1) Preparation of CAM-22, Reconciliation of monthly Off-line Revenue and Expenditure, Scrutiny of Challans with the figures shown in the monthly Statement of Accounts, Official correspondences with the local Bank, Compliances of monthly report and any other revenue/expenditure related queries from PAO, Mumbai.
  - 2) Preparation of Status Report for different Trade Marks under the jurisdiction of Trade Marks Registry, Kolkata.
  - 3) Preparation of files for Post- Registration Hearings as per the instructions received from the Head Office, Mumbai.
  - 4) Indexing of files into different categories as per online database.
  - 5) Compliances of Accounts related queries, as per requirement

- 3) Since 9<sup>th</sup> June 2003 – 28<sup>th</sup> February 2012 as an "Office Assistant" (contractual) in University Grants Commission, Eastern Regional Office, An Autonomous Body of Govt. of India under the Ministry of Human Resource Development.

- Scope of Work:-**
- 1) Handling of Official as well as department related queries.
  - 2) Scrutinisation and composition of documents for assisting the eligible Colleges under General Development Assistance Scheme for Undergraduate Education, Young College Scheme, Backward Area Scheme, Faculty

Development Programme, Golden Jubilee Scheme, Centenary Grant Scheme Special Assistance Scheme for Non-12B Colleges, Women's Hostel Scheme, Adventure Sports Scheme, Additional Grant scheme for Equipment and other Merged Schemes.

- 3) Disbursement of grants to the eligible Colleges, as per recommendations of the Expert Committee.
- 4) Development and upgradation of data relating to different schemes, dealt by the University Grants Commission, Eastern Regional Office, Kolkata.
- 5) Preparation of status report (Grant already disbursed, Expenditure in pipeline and Expenditure likely to be incurred) for a particular financial year and budget (Additional requirement of funds under Capital and General heads) for different schemes.
- 6) Verification of audited documents along with other supporting documents in order to approve the admissible expenditure, incurred out of grants disbursed to the Institutions.

4) Since March 2002 to May, 2003 as "Junior Accountant" in Sales Tax Lawyer's Firm.

- Scope of Work:-
- 1) Preparation of Vouchers, Ledgers, Cash Book and Final Accounts.
  - 2) Client Servicing.
  - 3) Handling of petty cash accounts for daily office expenses.

**Academic Qualification:** B. Com (3 yrs. Honours) from Calcutta University in the year 1998.

**Other Qualification** :

- 1) DOEACC "O" level course from ER&DCI, an Autonomous Body of Department of Electronics, Govt. of India.
- 2) Certificate course comprises of computer fundamentals, IBM PC software & operations, MS-DOS, Wordstar, Lotus 123, Foxpro, Basic, from St. Xavier's Computer Centre, Park Street, Kolkata

**Personal Details**

Father's name : Shri Manas Kumar Sarkar  
Date of Birth : 30<sup>th</sup> January, 1974  
Nationality : Indian  
Sex : Male  
Marital Status : Married  
Languages known : English, Hindi, Bengali

I do hereby declare that the above-mentioned facts are true to the best of my knowledge and belief.

Date:

  
Arindam Sarkar