

SUSANTA MONDAL

VILL-Beler Dhanyakuria
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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

- ❖ Skilled, dedicated & organized professional with rich experience in the field of Accounts, Payable Management and Receivable Management.
- ❖ To understand the impact of operating decision on the company's profitability and giving true and fair view of the operation of the company.
- ❖ Computer proficient in Accounting Software and 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

Data Entry Operator – 1st January, 2016 – 31st March 2022.

Trade Marks Registry (TMR) Project under "Millennium Business Solution India Pvt. Ltd." MBS Tower, 1st Floor,DN-47, Sector-V, Salt Lake, Kolkata – 700091
(URL:www.mbsindiaweb.com)

Current CTC : 2.60 Lakh / Expected CTC : Negotiable / Notice Period : 1 Month.

KEY DELIVERABLES :

Project Details:

- ❖ Online Diary, File Sorting & Filing, Scanning, Processing PDF in ABBYY.
- ❖ Verification as per source and uploading to server.
- ❖ Working As a team Leader.
- ❖ 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 – 1st January, 2015 – 31st December'2015

Trade Marks Registry (TMR) Project under "Nevaeh Technology Pvt. Ltd. DH 6/31,02-362,New Town, Rajarhat Kolkata-700156,Opposite of Unitech Building Gate 2(URL: www.nevaehtech.com)

KEY DELIVERABLES :

Project Details:

- ❖ Online Diary, File Sorting & Filing, Scanning, Processing PDF in ABBYY.
- ❖ Verification as per source and uploading to server.
- ❖ Working As a team Leader.
- ❖ 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 – 1st April, 2012 – 31st December'2014.

Trade Marks Registry (TMR) Project under "Millennium Business Solution India Pvt. Ltd."9,Lal Bazar Street, Mercantile Buildings,3rd Floor ,b-Block, Kolkata- 700001. (URL: www.venusguard.com)

KEY DELIVERABLES :

Project Details:

- ❖ Online Diary, File Sorting & Filing, Scanning, Processing PDF in ABBYY.
- ❖ Verification as per source and uploading to server.
- ❖ Working As a team Leader.
- ❖ 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 – 1st November, 2011 – 29th February, 2012

Trade Marks Registry (TMR) Project under Prince Technology.

KEY DELIVERABLES :

Project Details:

- ❖ File Sorting & Filing, Scanning, Processing PDF in ABBYY.
- ❖ Verification as per source and uploading to server.
- ❖ Working As a team Leader.
- ❖ Keep files with the project documents, expert reports.
- ❖ Keep regular contact with Project Management Unit to inform them about the project details and changes.

EDUCATION & TRAINING

ACADAMIC

- ❖ **Bachelor Of Arts**
Dr.B.R. Ambedkar open University.
- ❖ **Higher Secondary Examination(Arts Stream).**
Beler Dhanyakuria High School, W.B.C.H.S.E.
- ❖ **Secondary Examination.**
Beler Dhanyakuria High School, W.B.B.S.E.

SOFTWARE SKILLS

- ❖ Desk Top Publishing From "COMPUGAYAN" Basirhat in the Year 2009.
- ❖ MS Word, Excel & Power point, Internet.

PERSONAL DETAILS

Date-of-Birth : 13th July 1987.

Father's Name : Kanai Mondal.

Marital Status : Married.

Nationalities : Indian.

Language : Bengali, Hindi & English.

Hobbies : Playing cricket, listening music, Travelling.

Signature

Date : 23rd January 2023