**Mr. Debasish Nath**

Vill - Ramchandrapur, P.O. – Sankrail;

Dist – Howrah; Pin - 711313

Mob: 8013192700
E – Mail Id: deb.nath616@gmail.com

**Personal Profile**

Date of Birth- 5th July 1988
Sex - Male
Nationality - Indian
Marital Status - Unmarried
Languages Known - Bengali, Hindi & English

**Career Objectives**

Contribute my competency of accounting and computer proficiency to help organization achieve its objective and to ensure my personal growth in line with organizational goals.

Undertake challenging assignments and crave for learning new things.

**Current Job**

Working as an Accountant in a company name Life Insurance Corporation of India (S.B. Portal Service) under a Development Officer name Mr. Ashoke Bhadra.

Duty role is to collect cheques & cash i.e. premium from the agents and single policy holders and submit the same as an invoice to the main branch.

**Profile**

Handling Cheques and Cash (Maintaining, Pending Invoice, Invoice deposit on main Branch and Preparing Excel sheet working for Daily basis Account.

Maintaining status report, loan quotation, surrender quotation, premium paying certificate to the client.

Maintaining Payment Receivable and Payable on daily basis.

Preparing Payment outstanding and Payable report on daily basis.

Handling Receipt invoice preparation Cheques & Cash payment.

Handling cash book and all cash expenses.

Maintaining Attendance Register of labours and office staff.

Preparing Cash & Cheques Receipt Note.

Preparing Payment advice.

Preparing Total Transaction report weekly basis as per the requirement of management.

**Work Experience**

Cashier cum Accountant
Worked as Trainee Accountant Cum Cashier. From 1st September 2009 to Present.

**Profile**

Life Insurance Corporation Of India (S.B. Portal Service)
Worked as Assistant Accountant cum Cashier From 1st September to 1st October 2011.

**Profile**

Providing customers a personalised, friendly and efficient cashiering service.

- Receiving Cash from Agents or Policy holder and there payment follow-up on daily basis.
- Maintaining Daily Transaction and send a scan copy to Head office.
- Entering purchases into a cash register then calculating the total Invoice Amount.
- Responsible for the accurate and timely allocation of cash.
- Monitoring daily payment status Customers and reconciliation of there statement.
- Preparing Daily Cash wise and Cheques wise Collection entry in excel.
- Maintaining a large volume of cheques and cash daily.

- Recording of monies received and paid out.

- Helping to resolve customer complaints.
- Training new Cashiers.

- Sorting, counting, and wrapping currency and coins.

- Compiling and maintaining monetary and also non-monetary reports and records.

**Academic Profile**
- Higher Secondary

 (Sankrail Abhay Charan High School, WBCHSE West Bengal Board)
- Secondary

 (Sankrai Abhay Charan High School, WBSE West Bengal Board)

**Additional Qualifications**

- Expert in Computer Hardware, MS Office, Networking.

**Computer Proficiency**

- Computer literate – MS Word, Excel, Power Point.
- Desktop Publishing, Photoshop, Page Maker.

- Diploma in Information Technology Application

**Hobbies**

Reading, Playing Cricket, Listening Music.

**Declaration**

I hereby declare that all statements made above are true to the best of my knowledge and belief.

**Date**:-

**Place**:- Howrah



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 Signature