



SHIVAM GHOSH

Accounting clerk

Enthusiastic and hard working



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B2/1 BASANTI APPARTMENT
TANKROAD ULİYAN KADMA
JAMSHEDPUR,
JAMSHEDPUR, INDIA

SKILLS

- Pressure handling and challenges
- creative and innovative at approach
- analytical skills
- commercial awareness and understanding of business environment
- the ability to work as part of a team

LANGUAGES

ENGLISH
Full Professional Proficiency

HINDI
Full Professional Proficiency

BENGALI
Limited Working Proficiency

WORK EXPERIENCE

MUTUAL FUND DISTRIBUTOR

BUSINESS PARTNER WITH NJ INDIA INVEST PVT.LTD.

03/2018 - PRESENT

JAMSHEDPUR

- customers in transitioning in their financial aspect throughout the customer lifecycle in various objectives as business consultancy
- having strong client relationship skills communicate effectively to their needs and the creativity to solutions for any e-Commerce projects like NJ EWEALTH ACCOUNT
- work with customers to understand their business objectives and functional requirements and lead the technical efforts to ensure the successful implementation of those requirements to achieve stated business objectives
- Analysis and provide systems architecture solutions and leveraging new existing and emerging services technologies and platforms in a services and sales oriented environment through MARS, SIP's
- experience working on web and mobile app products/solutions and data management with SQL and DBMS

EDUCATION

SECONDARY EDUCATION

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATION, NEW DELHI

05/2012 - 05/2013,

JAMSHEDPUR,, 63.89%

HIGHER SECONDARY EDUCATION [COMMERCE]

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATION, NEW DELHI

05/2015 - 05/2016,

JAMSHEDPUR, 61.2%

DEGREE COURSES [FINANCIAL ACCOUNTING (HONS.)]

KOLHAN UNIVERSITY, CHAIBASA

05/2016 - 05/2019,

JAMSHEDPUR, 57.88%

POST GRAUATION [MARKETING & RESEARCH]

KOLHAN UNIVERSITY, CHAIBASA

05/2019- 12/2021

JAMSHEDPUR,73.62%

CERTIFICATES

NATIONAL INSTITUTE OF SECURITIES MARKETS

(02/2018-Present)

- knowledge about stock mazrkets SEBI regulations
- sales and distribution of Mutual Fund distributed in the equity market-place, how schemes are to be evaluated, and how suitable products and services can be recommended to investors and prospective investors in the market.
- oriented to the legalities, accounting, valuation and taxation aspects underlying mutual funds and their distribution.
- financial planning as an approach to investing in mutual funds, as an aid for mutual fund distributors to develop long term relationships with their clients.

CERTIFICATES

THE FUNDAMENTALS OF DIGITAL MARKETING-GOOGLE (06/01/2021)

- The online opportunity
- Build your web presence
- Plan your online business strategy
- Making search engines better and for betterment of organisation
- Be noticed with search ads
- Improve your search campaigns
- Get started with content marketing
- Expand internationally
- Turning data into insights
- Display advertisement

TALLY ERP 9.

(2021)

- Book-keeping, Bill-wise details, Cost Centre tracking, Payables and receivables, Bank Reconciliation, Balance Sheet and P&L
- India - GST, TDS/TCS, VAT/CST, Excise, and Service Tax
- Sales order, Stock groups, Stock query, Profit and loss, Price, Discounts, and Credit notes, Sales register
- Purchase order, Item details, Cost, Expense and debit notes, Purchase register
- Data synchronization, Multiple format for reports, XML compatibility, Tally ODBC
- Batch processing, Units of measure, Inventory classification, Bill of materials
- Salary and payslip, Employee profile management, Payroll reports, PF/ESI calculations, Batch payments, Payment disbursement advice
- Raw materials, Finished goods, WIP products, Multi-Bill of Material, Warehouse, Godown, Manufacturing journal