

# JOY KARMAKAR

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## **APPLIED POST FOR: BACK OFFICE IN ANY ORGANISATION.**

### **PROFILE:**

- Eureka Stock & Share Broking Services Ltd from 19<sup>th</sup> Jun'17 to till now (Direct Payroll).
- Bata India Ltd. Audit Executive from 18<sup>th</sup> Dec'14 to 18<sup>th</sup> Dec'16. (3<sup>rd</sup> Party Payroll).
- Rose Valley I am holding Asst. Auditor designation as on 01<sup>st</sup> Jun'11 to 12<sup>th</sup> Dec'14 (Direct Payroll).

### **PROFESSIONAL EXPERIENCE:**

- 10 Years.

### **KEY SKILL:**

#### **(EUREKA INSURANCE BACK OFFICE & KYC EXECUTIVE) PRESENT JOB RESPONSIBILITIES:**

- **SAIBA INSURANCE BROKER SOFTWARE** by keeping the various activities and requirements of an Insurance Broker in mind to fulfill their business management as well as financial management needs. SAIBA is to provide assistance to insurance brokers in marketing as well as back office management. This software is capable of consolidating all the activities of an Insurance Brokers, which helps in retaining the existing business as well as getting new business by providing handful information and various analysis supports.
- Completion of Know Your Customer (KYC) for every new relationship acquired, Work in conjunction with the assigned service relationship manager to execute and complete all documentation related to account opening Regular client meetings for completion & in-person verification of KYC related documentation.
- Understand the product key features, the documentation content and process involved for execution of the same ( e.g. approvals, submission of forms, records, etc) Review applications for completeness Execute documentation within prescribed compliance norms Communicate effectively with interrelated departments for query resolution and processing of documents Follow standardized processes.
- Input applicable data into tracking systems, file and data warehouse all account documents and Deferral and exception Management Be updated on various policies and guidelines; changes in account opening procedures & amendments that affect the working of the documentation.

#### **(BATA INDIA LTD EXECUTIVE AUDITOR) PAST JOB RESPONSIBILITIES:**

- Monthly arranging store accounting & checking & Booking via MIS of the Entire Eastern Zone.
- Bulk sale, Vendor collection, VAT calculation, Banking report analysis (BRS), shortage settlement etc.
- As per audit schedule go to one shop to another shop for audit & make an audit report & send the audit report to H.O.
- Store pending expenses, Consignment (Goods on way), Cash Memo defalcation, and Inventory making fortnightly basis & do the settlements.
- Store's statutory & Abstracts (Trade license, Shop Registration) related things also checked by me.
- Shop's sales promoter sales related training, Badges related, Shoe's kind related training also checked by me.

**(ROSE VALLEY ASSISTANT AUDITOR) PAST JOB RESPONSIBILITIES:**

- Visit one branch to another branch checking accounting procedure. Find out the error and correcting, Collecting copies & made an audit report & sent the report to the H.O.
- Find Out the error of which side regional or branches & correct them & also do a report to reporting manager.

**ACADEMIC QUALIFICATION:**

EXAM	INSTITUTE	BOARD / UNIVERSITY	YEAR OF PASSING	DIVISION
B.COM (PASS)	ACHARYA GIRISH CHANDRA BOSE COLLEGE	UNIVERSITY OF CALCUTTA	2010	II
HIGHER SECONDARY	LILUAH T.R.G.R. KHEMKA HIGH SCHOOL	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2007	II
SECONDARY	JANAI TRAINING HIGH SCHOOL	WEST BENGAL BOARD OF SECONDARY EDUCATION	2005	I

**PROFESSIONAL QUALIFICATION:**

- I was taking Training in NIIT on Diploma in Financial Accounting (DFA).

**KNOWLEDGE PROFICIENCY:**

- Operating System : Microsoft Windows XP, vista, 8, 10.
- Application : Microsoft Office (MS Word, MS Excel, MS PowerPoint).
- Software : MS Project, Internet Explorer, Outlook, Outlook Express.
- POS : POS (Point Of Sale) operating system known.
- FILTER : SHORTING, ASCENDING DESCENDING.
- INSERTING THE CHARTS : VLOOKUP, PIVOT ETC.
- HYPERLINKS : HLOOKUP.
- TECH EXCEL PACKAGE : CLIENT DATA BASE CREATING, UPLOADING, SHORTING, ANALYSIS.
- SAIBA SOFTWARE : INSURANCE RELATED ALL TYPE WORK DONE BY THIS SOFTWARE.

**SOCIAL ACTIVITIES:**

- I am member of Janai Bigyan Kendra. Janai Bigyan Kendra does Eye Donation Camp, Blood donation, Thalassemia Camp, Science Exhibition, Baby Show etc.

**COMMUNICATION SKILL:**

- BENGALI (READ, WRITE, SPEAK)
- ENGLISH (READ, WRITE, SPEAK)
- HINDI (READ, SPEAK)

**PERSONAL DETAILS:**

- FATHER'S NAME : LT. BIDYUT KARMAKAR.
- MOTHER'S NAME : JHARNA KARMAKAR.
- DATE OF BIRTH : 23<sup>rd</sup> Feb'1989.
- HOBBIES : LISTENING MUSIC, TRAVELING & INTERNET SURFING.
- MATERIAL STATUS : MARRIED.

I declare that the information provided above is true to the best of my knowledge.

Date:

PLACE: JANAI

(JOY KARMAKAR)