**CURRICULUM VITAE**

***Name: - Mr. Biswajit Chatterjee***

***Permanent Address: - Asansol,***

***Dist.: - Burdwan, P.O: -Asansol***

***State: -West Bengal. Pin: - 713304.***

***Mob no: - 9799947673***

***E- mail: -*** bis.131521@gmail.com

***OBJECTIVE:***

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

***EXPERIENCE:***

* Currently working as Deputy **Manger Operation** in ICA Edu Skill Pvt. Ltd, at Karnataka State, Regional Office Bangalore from 1st Apr 2019. Transfer as Asst. Manager Operation form Gujrat and form the new financial year 2019-2020 I got promote as Deputy Manager Operation.
* Worked as Sr. **Executive** **Examiner** in ICA Edu Skill Pvt. Ltd, at Gujrat State, Regional Office – Naranpura Cross Road Ahmedabad (SSSRHSRTP State Project, PMKK, PMKVY, RUSA). From 22nd Aug 2016 to 25th Mar 2018.
* Worked as **Executive Examiner** in ICA Edu Skill Pvt. Ltd, at Rajasthan State, Regional Office - Jaipur. Posting at Jaipur from 27th July 2015 to 1st April’18 taking care 3 State RAJ, MP, GUJ (DDU-Govt Project, SSSRHSRTP Gujrat State Govt Project).
* Worked as **Center Coordinator and Senior Faculty (Computer & Accounts)** in Institute of Computer Accountants (A Unit of ICA InfoTech (P) Ltd.) At Asansol from 28th May 2015 to 5th October 2015 (ICA Paid Course CIA & CIA+) for support.
* Worked as **Senior Computer & Accounts Faculty** in Institute of Computer Accountants (A Unit of ICA InfoTech (P) Ltd.) At Durgapur in Govt. Project (WBMDFC) from 24thDecember 2013 to 28th February 2015.
* Worked as an **Asst. Manager/Accountant** in “APYAYANI (a service for Hospitality & Conviviality)” Under BHUSHAN POWER & STEEL JHASUGUDA, SAMBALPUR (ORISSA). Form August 2012 to April 2014.
* Worked as a **Senior Computer & Accounts Faculty** in Institute of Computer Accountants (A Unit of ICA Infotech (P) Ltd.) from 12th January 2011 to 31st May 2012.

***Worked with:***

* MS - Dos, Windows, Microsoft Office, FoxPro, Fact Windows Version, Accord, Tally ERP 9 Latest Version, ACE Accounting Software, Advance Accounts, FOA, I. Tax, Internet (Mailing, Software download, E-Ticket, Net Banking etc...) & ERP. (Use only for Center Stock, Certificated Related, Installment Related, Report generated For Center Requirement etc.).
* *Worked as a* ***Computer Faculty*** *in “Youth Computer Training Center at Asansol” (West Bengal) from 2005-2009.*

***Growth Path:***

* August ’05 – September ’06 Junior Computer Faculty.
* October ’06 - December ’06 Asst. of a Senior Computer & Accounts Faculty.
* January ’07 – December ’09 Senior Computer & Accounts Faculty.
* August’ 15 – August’16 Executive Examiner (MP, Raj, GUJ states)
* August’ 16 to March’19 Sr. Executive Examiner (MP, Raj, GUJ states)
* April’19 to Till Deputy Manager Operation (Karnataka (N&W).

***PROFESSIONAL QUALIFICAITON:***

* *Basic of computer from Asansol Youth Computer Center. Diploma in Financial Accounting System (DFAS) From Asansol Youth Computer Training Center.*
* [ MS -Dos, Windows, MS-Office (MS-Word, MS-Excel, MS-Power point, MS-Access), FoxPro, Fact, Accord, Tally 6.3, Tally9, Internet].
* *3 Month’s Computer Training from ICAI Kolkata.*
* [Windows, MS-Office, Internet, FoxPro].
* *Certified Industrial Accountant (CIA course) From ICA Asansol.*
* [Windows, Microsoft Office (MS-Word, MS-Excel, MS-PowerPoint), Fact, Advanced Accounts, Tally 9, Tally ERP9, Income Tax, Sales Tax, Service Tax, Vat, TDS, ROC, Banking & Labour Laws, Central Excise, ACE, Internet, E-Banking, E-Commerce, E-Filling etc.].

***EDUCATIONAL QUALIFICAITON:***

* COMMON PROFICIENCY TEST Pass With **52.50%. From The Institute of Chartered Accountants of India** (ICAI) in the year June’2009.
* Passed **B. Com (Honors) In Accountancy**. From Burdwan University in the year 2008. Division Obtained from board **1STClass.**
* Passed **Higher Secondary** from W.B.C.H.S.E. in the year 2005. Division Obtained from board **2NDDivision**.
* Passed **Secondary Education** from W.B.B.S.E. in the year 2002. Division Obtained from board **2NDDivision.**

***TRAININGS ATTENDED:***

* For Accounting & Computer knowledge, Bills Preparation, Company Stock Maintaining Etc. at BHUSHAN POWER & STEEL JHASUGUDA, SAMBALPUR (ORISSA). In June’2012.
* Computer Training Course for Up-Gradations of Tally ERP.9, MS-Office Knowledge in Kolkata 27, Netaji Subhash Road in ICA Head Office. Programme Conducted by The Institute of Computer Accountants for 10 days in January 2011.
* ICA Merit Scholarship Conducted by ICA at Asansol in September 2010.
* Computer Training Course by passing relevant test to the satisfaction of the Board of Studies, ICAI in accordance with the requirement of Chartered Accountants Regulation, 1988. In July 2010.
* Orientation Programme Conducted by EIRC of ICAI for a period of 35hours in accordance with the requirement of Regulation 37c of the Chartered Accountants Regulations,1988, in June 2010.
* Computer Training Course for Up-Gradations of Tally ERP.9 Knowledge in Burdwan Programmed Conducted by Youth Computer Training Center for 25days in October 2006.

***BEST ACHIEVEMENTS:***

* **“Best Employee”** of the Year 2013 form APYAYANI (A Service for Hospitality & Conviviality). Under BHUSHAN POWER & STEEL JHASUGUDA, SAMBALPUR (ORISSA).
* ICA Asansol Center Awarded **“Best Student”** for the month of May 2011.
* ICA Asansol Center Awarded “**A Scholarship**” for ICA Merit Scholarship Examination, 2010.From ICA ASANSOL in September 2010.

***STRENGTHS:***

Hard working, Committed, Target Oriented, Self-confident, Punctual in work, ability to work independently and in team, Team Handling ability.

***PERSONAL DETAILS:***

 **Father’s Name:** SIDDHESWAR CHATTERJEE.

 **Sex:** Male.

 **Date of Birth:** 20th march 1986.

 **Height:** 5’10”

 **Blood Group:** AB+

 **Marital Status:** Single.

 **Language Known:** Bengali, English & (Hindi & Gujarati Speak only).

 **Nationality:** Indian.

 **Religion:** Hindu.

**Interests:** Computer, Listening Songs, Internet Surfing, Motivational Quotes Reading.

***DECLARATION:***

I do hereby declare that the above information is true to the best of my knowledge. If given chance, I will prove my efficiency, my loyalty and willingness to work.

***Place: - Asansol (Home Town)***

***Date: -01/09/2020***

*Biswajit Chatterjee.*

 ***(Signature)***