

CURRICULUM VITAE



PRASENJIT SARKAR

**14A, Lake View Road,
Near Deshopriyo Park,
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India.**

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Objective

To be optimally engaged as an integral part of highly motivated workforce, recognized for high ethical standards and to strive for excellence and precision at all times in all positions and circumstances, attaining professional distinction and proficiency.

Career Summary

- (1996-2012) Over fifteen years, worked on Income Tax, VAT & Accounting from a reputed chartered accountant firm, (Mr. Bidyut Kr. Mitra, Membership No-013542, Chotonil Pur, Bardhaman, WB.)
- (2013-2016) Over Two year experience as founder and entire accounting and operations in a plastic molding, metalizing factory (contractual assignment).
- May, 2016 to 30th Sept, 2019, worked at Maa Ambika Traders, Room No-109, 6th floor, Stephen House, BBD Bag-Kol-700001 as ;
 - a) **Account advisor.**
 - b) **Operations (indirect) in stone mining and crushing.**
 - c) **Chief marketing executive (Export).**
 - d) **Bank and cash transaction.**
 - e) **Office head.**
- From 10th Oct, 2019 to 8th Feb, 2020, working as **Chief accountant** at 'Tirath Constructions Pvt. Ltd, Iisco House, 50 Chowranghee Road, Kolkata-700071.
- From 10th Feb, 2020 to till date working as Senior Accountant at 'Sharda Minerals Pvt. Ltd, Chandranath Cchattejee Street, Kolkata. (Present posting at Ajita Buru Manganese & Iron Ore, Barajamda, Dist-West Singbhum, Jharkhand,833221)

Education Qualifications

- **[1999 – 2001]** Bachelor in Education (B.Ed) from 'The University of Burdwan, West Bengal
- **[1985 – 1987]** Bachelor in Commerce (B.Com) from 'The University of Burdwan, West Bengal
- **[1983 – 1985]** Higher Secondary in 2nd Division under West Bengal Council of Higher Secondary Education, Govt. of West Bengal.
- **[..... – 1983]** Madhyamik with 2nd Division (Secondary level) under West Bengal Board of Secondary Education, Govt. of West Bengal.

Training Attended

[January 16th – 17th February 1995] Small scale Industries Service Institute (SISI), Calcutta, Govt. of India.

Course – Entrepreneurship development Training programme conducted by SISI, Kolkata.

[December 11th – 15th 2000] – Sales Training by STC, LIC.

Skill

- Accounting with ledger, books of accounts keeping. Letter drafting, satisfactory typing speed.
- Working skill for three years as operational manager in a manufacturing and trading of aggregate stone enterprise. Growth rate of the enterprise's turn over- 600%, escalated during preceding three years.
- Any type of computer operation (Use to) along with; Accounting software Tally ERP-9, MS Excel, MS word, Adobe Photoshop and Net working.
- Filling GST, Income Tax, EPF, ESIC, TDS, TCS monthly returns.
- Primary knowledge and experienced to handle all kind of legal aspect.
- Preparing Profit & Loss A/c and Balance sheet with satisfactory consultancy.
- All kind of online banking transactions.

Languages

- Hindi: Read and speak fluently.
- English: Read, Write and speak fluently.
- Bengali: Read, Write and speak fluently.

Salary package

- Present remuneration Rs. 45,000.00 P.M with full accommodation at company cost.
- **Expected remuneration;** Depends.

Hobbies and Other Interest

- Reading, Writing, Listening to news, music and Physical Excise for fitness.

Synopsis

- Good interpersonal relations, highly resourceful, believes in honesty/ accountability
- Ability to work in a team, learn and implement new skills, etc.

Personal Data

Date of Birth: : 10th July 1966
State of Origin: : West Bengal, India
Marital Status: : Married
Sex: : Male
Number of dependents : 2 (Two), Wife & son
Permanent Address : **JAPAT, PO-KALNA, Distt-Purba Bardhaman, West Bengal, 713409**

Referees

1. Gurudas Chatterjee, (Manager, Axis Bank)-9051535577
2. Samir Kumar Basu (Local Municipal Councilor, Kalna Municipality) -9474918801

Warm Regards,



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(Prasenjit Sarkar)