



AKASH MONDAL

B. COM HONOURS

OBJECTIVE

To contribute the growth of the organization as a dedicated professional and implement my innovative ideas in various field where I would be able to contribute the best of my knowledge

CORE COMPETENCE

Ability to understand and grasp thing quickly and efficiently.

Ability to perform meticulously and deliver timely results independently.

Highly adaptable to situation.

JOB DESCRIPTION

1. Generate Invoice, E-way Bill & E-Invoice. Knowledge Of GST.
2. Handling customer appraisal and services.
3. Handling of Stock of various product.
4. Look after online payment and Collection from customers for bill payment.
5. Had to publish report to the senior authority of the company and the clients.
6. Following up the customer's queries.
7. Use to be a part of the interview panel.

HOW TO REACH ME

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- ANDAL

DIST- Paschim Bardhaman, pin -713321

CAREER SUMMARY

01 year as an Operation Associate and Sales executive in IMAGINIFY VIRTULITY PVT. LTD. (2017-2018)

01 year 06 months as an Operation Support Executive in TECHYUGA and achieved best employee award. (2018-2019)

09 months as Tele caller in Pace Setters Business Solutions. (April 2019- December 2019)

1 year 11 months as Collection Team Leader and MIS Executive in VGMCONSULTANTS PVT LTD. (06 months training in Team Lead and MIS executive+ 17 months as Team Leader) (December 2019-Sep'2021)

Currently Working as Logistics & Dispatch Supervisor (Sep'2021-present)

EDUCATIONAL QUALIFICATION

DB COLLEGE (BURDWAN UNIVERSITY)

Account Honors from Burdwan University, pass out 2015 with 43.25 % (2nd Division)

HIGHER SECENDORY

From west Bengal Board with 63.25 % in 2012 WBCHSE.

MADHYAMIK

Percentage obtain 60% in 2010 from WBBSE.

PROFFESIONAL QUALIFICATION

Diploma in Computer Application
Computer Fundamentals, MS-DOS, Windows,
MS-Office (Word, Excel, Power Point)
Internet, E-mail, Tally