

DIPAN CHATTOPADHYAY

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Seeking assignments with leading growth oriented organisations of repute.

Professional Profile

- ✓ A management professional complete MBA from Sikkim Manipal University in the year 2011.
- ✓ Last work experience is with the HDFC BANK as Sales Executive.
- ✓ Possess over 7 years and of work experience, and worked with various renowned companies including APEEJAY SURRENDAR GROUP and HDFC BANK.
- ✓ Acquired astute knowledge by accomplishing various projects during academics.
- ✓ Knowledge and understanding of tasks including accounts handling and maintaining, preparing Bank Reconciliation and Cash Reconciliation Statement.
- ✓ **A certification course in SAP Sales and Distribution.**
- ✓ **Complete Post Graduate Diploma in Logistic Supply Chain Management from St Xavier's College in the year 2016.**

Areas of Exposure

As an Accounts Personnel, phenomenal with the following:

- Set-up a Regional Office in the Eastern Region Office at KOLKATA.
- Follow-up for the payment to the customer, collection of Bank Guarantee & CRM activities.
- An experienced in accounts handling of a Society and a Limited Company.
- Efficient at creating effective MIS Reports.
- Proficient in handling payables and handling Cash Book.
- Looking after the problem against the customer.
- Handling multicurrency.
- Excellent analytical, problem solving and trouble shooting skills.
- Work well under deadline and extreme pressure.
- A dedicated and highly motivated team player with friendly nature and positive attitude.

Work Experience

Oct'15 - Till date TAURUS POWER TRONICS PVT.LTD. Commercial cum Operation Assistant

Working as an Commercial cum Operation Assistant in TAURUS POWER TRONICS PVT.LTD.

- ✚ Set-up a Regional Office in Eastern Region.
- ✚ Delivery of Material, Document Submission, Supply of Goods, Related to DEMO, Supply of Kits and Services.
- ✚ Follow-up for payment, C - Form, EMD, BG with the customer.
- ✚ Support for communication with customer related to CRM, DEMO and Services etc.
- ✚ Identify the materials & accessories; supply the kits as per packing list and collection of receipt properly.
- ✚ Submission of tender based on requirements and visit on call.
- ✚ Records document to their zone.
- ✚ Commercial coordination based on the Sales/Post Sales requirements.
- ✚ Maintain Inwards and Outward details.

Feb'11- Jan'15

HDFC BANK LTD

Service Executive

Working as an Service Executive in HDFC Bank Ltd

- ✚ Provide the service against Forex Prepaid Cards.
- ✚ Prepare the MIS Statement.
- ✚ Dealing with the customer with the problems against cards and short out the problems.
- ✚ Looking after the customer's satisfaction.
- ✚ Foreign currencies handling.
- ✚ Handling the problem against the cards to assist them.

Feb'08-Jan '09

APEEJAY SURRENDAR PARK HOTELS

Accounts Assistant

Working as an Accountant in The Park Hotel

- ✚ Daily Accounts Maintenance and entry along with Cash Maintaining.
- ✚ Prepare the Bank Reconciliation Statement.
- ✚ Prepare the Cash Reconciliation Statement.
- ✚ Cash verification & deposit in the bank.
- ✚ Cash payment for petty expenditure.
- ✚ Maintaining the receipt from the customer and maintain the popper accounts.
- ✚ Handling the internal audit of the company.

Nov'05- Feb'08

Institute of Advance Management

Accounts Executive

- ✓ Responsible for the handling account of the Institute of Advanced Management as well as creation and maintenance of a data interpretation system of the institution.
- ✓ Handled and created MIS reports based on Course fees and Hostel Fees for the management.
- ✓ Responsible for creation of cash and bank entry with bank reconciliation statement as well as handling of internal audit.
- ✓ Also looking after the purchase of the Institute and coordinate the with the supplier to ensure on time delivery.
- ✓ Prepare the purchase order as per the requisition and look after the quality on delivery.

APRIL'05 – NOV'05

Dutta & Associates (A Premiere Income Tax Advocate)

Trainee

- ✚ Responsible for the creation and execution of an effective Internal Control System at every stage.
- ✚ Have introduced the organization to a computerized environment of accounting.

Academic Credentials

- Currently complete MBA (Finance) from Sikkim Manipal University in the year 2011.
- B.Com from Calcutta University in 2000-2003.
- Post - graduate Diploma in Financial Management from Bharatiya Vidya Bhavan in 2004.

Computer Skill

Knowledge of Windows 98/2000, XP Professional and MS-Office.

Knowledge of SAP in Sales and Distribution

Personal Profile

Date of Birth: 27th Dec 1981

Address: AK-249, Salt Lake City, Sector-II, Bidhan Nagar, Kolkata – 700 091.

Place: Kolkata

Date:

(Dipan Chattopadhyay)