

Sashi Kanta Mondal

Barasat, Jelepara,
P.O+P.S- Chandannagore,
Dist: Hooghly,
Pin: 712136, West Bengal, India



Career Objective:

To be an active and constructive member of a group of dedicated management professionals to help the company achieve new heights in business and excellence.

Employment Chronology & Profile:

Employer	:	Bandhan Konnagar (Mother concern of Bandhan Bank)
Designation	:	Officer Accounts (1st July'16 to till date)
Department	:	Human Resource Department
Responsibilities	:	<u>Accounts Aspects:</u> Accounts maintain in hard copy and Tally 9.0 ERP, Cash handling, payment made for vendors via NEFT/RTGS, BRS, Receipts & Payments, MIS, Fund preparation (Monthly, Half- yearly and Yearly) , Fund utilization report, training bill preparation, fixed asset register maintain. <u>Administration Aspects:</u> Look after the Administration over all, Facility Management, House keeping Management, Asset Management, Vendor Management, Office space Management, Project Management, Procurement, Purchase Order, Data sanitization, TA bill passing, Routine Management, People management, Center management. Handle pantry services and canteen management Plan, purchase and maintaining inventory of required Stationary.
Employer	:	JPS Groups
Designation	:	Accountant (2nd Nov.12 to 30th June'16)
Department	:	Accounts
Responsibilities	:	To manage the administrative aspects of operations and Accounts of the office.
Employer	:	India Infoline Finance Limited
Designation	:	Account Officer – Belghoria GL Br (7th Sept,11 to 22nd Sept. 12)
Department	:	Accounts and Branch operations
Responsibilities	:	To manage the administrative aspects of operations, Accounts, Cash handling, Fixed asset register maintain, Loan document verification, MIS preparation, gold apprising, Money transfer, customer handling.
Employer	:	Manappuram Finance Limited
Designation	:	Assistant Branch Head (30th Oct'10 to 13th July'11)
Department	:	Branch Operations
Responsibilities	:	To manage the administrative aspects of operations, Cash handling, Fixed asset register maintain, Loan document verification, MIS preparation, gold apprising, Money transfer, customer handling.

Employer : **Royghosh and Associates (Jan'2009 to Apr'2010)**
Designation : **Audit Clerk**
Department : **Audit**
Responsibilities : Account verification in register, in system, cash check, vouching, registers checking.

Some of Audit works done there

- **Statutory Audit:** *Bihar Rural Livelihoods Promotion Society, an IDA Venture, funded by World Bank.*
- **Internal Audit:** *Bihar Rural Livelihoods Promotion Society, An IDA Venture, funded by World Bank, Burn Standard Company Limited, Howrah Works, a Subsidiary of BBUNL, Eastern coalfield ltd. Giridih and Kodarma area, Sishu siksha mission Kolkata.*
- **Pay fixation, Wage Audit:** *Northern Coalfield Limited - Singrauli Area.*
- **Internal Audit & Taxation matters** of *Feedatives Pharma Private Limited.*
- **Stock Audit:-** of *Dabur India Limited*

Educational Qualifications:

Year	Examination / Degree	Board / University	Institute / College	Subject / Specialization	Division
2020	Master of Business Administration	Suresh Gyan Vihar University	Suresh Gyan Vihar University	Finance	I
2016	Bachelor of Library and Information Science	Calcutta University	Calcutta University	Library Science	II
2008	Bachelor of Commerce (Hons.)	University of Burdwan	Khalisani Mahavidyalaya	Accountancy	II
2005	Higher Secondary Examination (12 th)	West Bengal Council of Higher Secondary Education	Chandannagore Banga Vidyalaya	Commerce	II
2003	Madhyamik Examination (10 th)	West Beng al Board of Secondary Education	Chandannagore Banga Vidyalaya	--	II

Technical Qualification

- One Year Diploma in computer Application. Knowledge of **MS Office** (Word, Excel, PowerPoint), **Open Office, Tally 9**, Linux OS, Dot net, and Internet.

Interests:

- ❖ Reading and Internet surfing - on any topic that broadens knowledge and awareness.

Personal Details:

- ❖ Father's Name : Krishna Deo Mondal
- ❖ Sex : Male
- ❖ Date of Birth : 23rd December, 1986
- ❖ Nationality : Indian
- ❖ Marital Status : Married
- ❖ Language Known : English, Bengali and Hindi
- ❖ Contact Number : 7003705715(M) / 8420975389 (R)
9432835508 (Urgent – Rabi Kanta Mondal)
- ❖ Email id : Mondal.sashikanta@gmail.com

Declaration:

I hereby declare that all the statements made above are correct and true to the best of my knowledge and belief.

Date :
Place : Kolkata

(Sashi kanta mondal)