

RESUME

NAME: CAPTAIN CHATTERJEE
FATHER'S NAME: GOUTAM CHATTERJEE
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Dist: PASCHIM MEDINIPUR (WB), PIN: 721101
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KEY SKILLS: 1. ORACLE E-BUSINESS SUIT (R12) - AP, AR, GL, OPM, OM
MODULES FUNCTIONAL KNOWLEDGE
2. IMPLEMENTATION OF PFMS FOR E-PAYMENT & EXPENDITURE
FILING UNDER IWMP

WORK EXPERIENCE:

NAME OF THE ORGANISATION	DESIGNATION	PERIOD OF SERVICE	ROLES AND RESPONSIBILITIES
WATERSHED CELL CUM DATA CENTER, PASCHIM MEDINIPUR (UNDER IWMP)	ACCOUNTANT	FROM 4 TH FEBRUARY 2013 ONWARDS	MAINTAINING CASH BOOK, PASS BOOKS, BANK REGISTERS, VOUCHERS, KEEPING RECORDS OF GOVT. FUNDS AND REPORTING, TAXATION
SUGUNA FOODS LTD.(MIDNAPUR BRANCH)	EXECUTIVE ACCOUNTANT	FROM 1 ST NOVEMBER2012 TO 31 ST JANUARY 2013	HANDLING AND MAINTAINING PETTY CASH, CASH COLLECTION AND BANK DEPOSITS
SUGUNA FOODS LTD.(MIDNAPUR BRANCH)	TRAINEE ACCOUNTANT	FROM 1 ST SEPTEMBER 2012 TO 30 TH OCTOBER 2012	MAINTAIN DAILY ACCOUNTING, ENTRY DAILY CASH COLLECTION IN ORACLE ERP, ENTRY PETTY CASH AND BANK DEPOSITS IN ORACLE ERP, CREATION OF INVOICE AND PAYMENT IN ORACLE ERP.

EDUCATIONAL QUALIFICATION:

<u>DEGREES</u>	<u>Board/University/Council</u>	<u>PASSING Year</u>	<u>Marks</u>	<u>% Of Marks</u>
MBA (FINANCE)	SIKKIM MANIPAL UNIVERSITY	2012	3753	75.06
B.Com (Hons)	VIDYASAGAR UNIVERSITY	2006	474	59.25
HIGHER SECONDARY (COMMERCE)	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2003	652	65.2
MADHYAMIK	WEST BENGAL BOARD OF SECONDARY EDUCATION	2001	516	64.5

TECHNICAL QUALIFICATION:

<u>Sl.No.</u>	<u>Courses completed</u>	<u>From</u>	<u>Year</u>
1	Windows, M.S.Office, Internet & e-mailing	APTECH	2001
2.	Tally 6.3, FACT	WEBEL	2003
3.	Diploma in Computer Hardware & Networking	Youth Computer Centre	2009-10
4.	Diploma in DTP	Youth Computer Centre	2009-10

LANGUAGE KNOWN:

English	Reading	Writing	Speaking
Hindi			Speaking
Bengali	Reading	Writing	Speaking

EXTRA CURRICULAR ACTIVITIES:

1. HAVE SELECTED IN ANANDABAZAR PATRIKA CRICKET COACHING CAMP IN MIDNAPUR AUROBINDO STADIUM
2. ATTENDED AS AN ACTIVE MEMBER IN NSS CAMPS OF KD COLLEGE UNIT FOR 2 YEARS

PERSONAL DETAILS:

DATE OF BIRTH	30 TH MARCH, 1986
Marital Status	Bachelor
Sex	Male
Religion	Hinduism
Cast	General
Nationality	Indian
Hobbies	Reading books, playing guitar, listening music, playing & watching cricket, football