

**APPLICATION FOR THE POST OF ..... ASST. ACCOUNTANT / ACCOUNTANT**

**CURRICULAM VITAE**



**SURANJAN DUTTA**

**Permanent Address :**

**C/o Niranjan Dutta,  
5/170 JatinDas Nagar, Belgharia,  
Kolkata – 700 056.  
Ph. No. - 09432250020/ 08622983309 (WhatsApp No.)  
Email ID: suranjan27@gmail.com.**

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**WORKING EXPERIENCE:**

1. Worked as a ‘**Jur. Store Assistant**’ in “MBL INFRASTRUCTURES Ltd(Jirat-habra road) project site, N 24 Parganas”from November 2009 to January 2010.
2. Worked as “**Asst. Accountant**” (Functioning Accounts with Inventory with ERP Tally 9) ’in ‘**ERGOFLEX OFFICE SYSTEM**’(Modular Furniture Manufacturing Company) from February 2010 to March 2011
3. Worked as a “**Accountant**” (Functioning Accounts with Inventory with ERP Tally 9) in **CROSS BUTTON GARMENTS PVT. LTD.**( A Garments Manufacturing Company) from April 2011 to August 2015.
4. Working as a “**Asst. Accountant Cum Purchase Incharge** ” (Functioning Accounts with Inventory with ERP Tally 9) in **RAJ HATCHERIES (BENGAL) PVT. LTD.** (A Tiger & Venaamei Shrimp Seed Aquacultures Manufacturing Company) from to September’ 2015 to **Till now.**

**JOB DETAILS :**

1) **Inventory Accounts** : Receipt note, Delivery note, Rejection in & out note, Stock journal, Manufacture Journal & Job Order Requisition, Purchase Requisition, Employee Job card, Store Bin Card & Sale Register, Purchase Register, Movement Register, Wear house Materials In-Out Record & Others.

2) **General Accounts** : Purchase , Sales , Contra entry, Cash & Bank Payment, Cash & Bank Receipts, Journal Entry, Cash Handling, Banking Tran junction, BRS, Branches Sale Purchase Handling, Site Accounts, ESI EPF TDS GST Calculation & knowleg in GSTRN 1 3B, Attendants, Salary & Conveyances Register, Visitor Register, Car Logbook & Others.

**COMPUTER KNOWLEDGE**: Certificate in Financial Accounting System[with ERP Tally 9] From YOUTH COMPUTER TRAINING CENTER[Govt. Of West Bengal] in the year 2009.

**EDUCATIONAL QUALIFICATION:**

<i>YEAR OF PASSING</i>	<i>NAME OF SCHOOL / COLLEGE</i>	<i>BOARD / UNIVERSITY</i>	<i>QUALIFICATION</i>
2008	BHAIRAB GANGULY COLLEGE	CALCUTTA UNIVERSITY	B.COM
2005	JATIN DAS HIGH SCHOOL	W.B.C.H.S.E.	HIGHER SECONDARY
2003	JATIN DAS HIGH SCHOOL	W.B.B.S.E.	MADHYAMIK

**TECHNICAL KNOWLEDGE :**

1. Obtained certificate of **Air Conditioning and Refrigeration** from Ramakrishna Mission Shilpapitha Community Polytechnic, Belgharia in the year 2007 with 80% pass marks.
2. Obtained Diploma of **Automobile Engineering** from Jorge Telegraph Training Institute in the year 2010 with 70% Pass Mark.

**Language Proficiency:** Excellent Bengali, Hindi, English, communication

**Personal Information :**

Father's Name : Niranjan Dutta  
Date of Birth : 27.11.1985  
Sex : Male  
Marital Status : Married  
Nationality : Indian  
Religion : Hinduism

Date :

Place : Kolkata( Belgharia).

*Suranjan Dutta*  
(Signature)