

CURRICULUM VITAE

Name of the candidate:-

Sayan Sarkar
Tulshi Para, Sevoke Pally,
Raiganj, Uttar Dinajpur,
West Bengal. Pin-733134.

Mobile No:- 7908291925

E Mail:- Sayan9163@gmail.com

Carrer Objectives:-

To work for an Organization in the area of Accounting & Finance where I can develop and enhance my skills for the overall success of the organization, capitalizing my skills and abilities in every aspect.

Key Skills:-

- Eager to learn new concepts.
- Good communication skills.
- Ready to take new responsibilities.

Educational Qualification:-

1. Class X

Marks:-64%

School:-Mithila Public School

Board:-CBSE

Year:-2005

2. Class XII

Stream:-Commerce

Marks:-70%

School:-Raiganj Coronation High School

Board:-WBCHSE

Year:-2007

3. B.COM (Honours)

Specialisation: Accounting and Finance

Marks:-47%

College: Heramba Chandra

Calcutta University

Year:-2010

4. CA IPCC GR-I

Marks:-52%

ICAI

Year:-May 2012

5. M.COM

Specialisation:- Accounting & Finance

Marks:-6.94

Raiganj University

Year:-2017-2019

6. NSE'S NCFM Modules:-

a.) Investment Analysis & Portfolio Management

Marks:-72%

Date:-25th June 2013

b.) Fundamental Analysis

Marks:-72%

Date:-16th July 2013

Work Experience:-

B.) Working as Accounts & Establishment Coordinator at Raiganj Municipality:-

- Day to day accounting work on Financial Accounting Package (Puro Hisab).
- Checking of vendor bills .
- Preparing monthly Bank Reconciliation Statement of various government projects.
- Preparing various governmental financial reports.
- Monitor & maintain Chart Of Accounts.
- Maintain Fixed Asset Register
- Receivables & Payables Reconciliation
- Budget preparation.
- Submitting P.tax Return.
- Maintaining cash section for uploading day to day accounting entries on F.A Package.
- Online data entry on govt website.
- Assistance & coordination in finalisation of accounts.
- Day to day passing of accounting entries & generating the cash book of each & every programme on monthly basis.
- Coordinating with the auditors & preparing various report as directed by the auditor.

Period:-1.09.15 till date.

Hobbies:- Surfing Internet, Learning new information relating to accounting, reading newspapers etc.

Personal Dossier:-

Fathers Name:-Animesh Ch. Sarkar

Name:-Sayan Sarkar

Date Of Birth:- 26/05/1989

Marital Status:-Single

Signature Of The Applicant