

Mr. Arabinda Kundu

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OBJECTIVE: Seeking an opportunity to get myself involved in job compatible with my Work History and Qualifications, where I can utilize my skills for the benefits of the organization.

SKILLS:

- Financial Administration
- Audit & Accounts related matters

WORK HISTORY:

- ❖ **Accounts Officer (W.B.A & A.S)**– ESI Hospital Manicktala, Government of West Bengal from June 2018 to February 2021.
 - **Responsibilities:** Financial Administration in Government Environment, Drawing & Disbursing officer's role, Compliance of Government Audit.
- ❖ **Finance Officer (W.B.A & A.S)** – Gayeshpur Municipality, Government of West Bengal from January 2015 to May 2018.
 - **Responsibilities:** Established and enforced controls on revenue and expenses to protect Municipal assets.
 - Overall Financial & Accounting Administration in Municipality within Government Rules & Procedures.
- ❖ **Upper Division Assistant** – Food & Supplies Department, Government of West Bengal from July 2002 to September 2014.
 - **Responsibilities:** Collaborated with Departmental officers to achieve administrative goals. Conducted Internal Audit in

- different district offices of food & supplies Department relating to Public Distribution System.
- ❖ **Lower Division Assistant** – Food & Supplies Department, Government of West Bengal from May 1989 to June 2002.
 - **Responsibilities:** Carried out day to day duties accurately and efficiently.
 - ❖ **Teaching, Accounting & Auditing** – Self Employed, Kolkata, West Bengal from January 1985 to April 1989.

EDUCATION:

- ➡ **ACMA** - Institute of Cost & Management Accountants of India, Kolkata.
- ➡ **Bachelor of Law** - Calcutta University, Kolkata.
- ➡ **Bachelor of Science** - Calcutta University, Kolkata.

PERSONAL DETAILS:

- ✓ Date of Birth: 05-02-1961.
- ✓ Date of Retirement from Government Service: 28-02-2021.
- ✓ Languages Known: English, Bengali, Hindi.

INTERESTS: Financial Administration, Accounting.