

CURRICULUM VITAE

SOMNATH DEY
16/A/1, MAHENDRA BANERJEE ROAD,
P.O. AND P.S.: PARNASREE,
KOLKATA - 700060
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CAREER OBJECTIVE

To continue seeking a challenging position in a reputed organization which would provide me to nurture my skills and which in turn would help me to achieve a good progress in my career. Even where further experience will be developed from day to day work and which will help in making a positive contribution to your Organization.

CURRENT STATUS

▪ FIRE CHECK (INDIA)

December 2015 to 5th May 2023

ACCOUNTING ASSSITANT AND OFFICE MANAGER

- **Performed the Job of GST Filling.**
- **Performed the Job of monitoring Monthly Sales and Purchase.**
- **Ensured compliance with the Accounting Deadlines.**
- **Administered online Banking Functions.**
- **Monitored and Recorded company Expenses.**
- **Performing various types of jobs in MS-Excel.**
- **Performed General Office Duties and Administrative tasks.**
- **Managed Internal and External Mail Functions.**
- **Filling of Renewal and New Fire Licenses.**
- **Managing Office Staffs.**
- **Contacting Clients regarding Payments.**

KEY SKILLS

- **Ability in making Problem solving decisions.**
- **Effective at multi-tasking.**
- **Proficiency in handling computer aided tools and the web platform.**
- **Follows high standard of personal and work ethics.**

EDUCATIONAL QUALIFICATIONS

Academic Qualification	School/College/University	Board/ University	Passing Year	Percentage (%)	Remarks
M.COM	University of Calcutta	University of Calcutta	2015	71.70%	1ST CLASS
B.COM (Hons.in Accounting & Finance)	Goenka College of Commerce and Business Administration	University of Calcutta	2013	63.22%	1ST CLASS
CLASS XII (ISC)	National Gems Higher Secondary School	Council for the Indian School Certificate Examinations, New Delhi	2010	91%	PASS
CLASS X (ICSE)	National Gems Higher Secondary School	Council for the Indian School Certificate Examinations, New Delhi	2008	85%	PASS

CERTIFICATES RECEIVED

- **Received Certificate of Completion of the Forty Class Entrepreneurship and Business Education Program provided by I Create Inc, USA and NFTE, USA and organised by I Create, West Bengal.**

SEMINARS ATTENDED

- **Participated in Investors' Awareness Programme organised by University of Calcutta – Calcutta Stock Exchange Centre of Excellence in Financial Markets (CUCSE-CEFM) held on 28th April, 2014.**

PERSONAL DETAILS

Date of Birth	19.11.1991
Age	31 Years
Gender	Male
Father's Name	Mr. RAJKUMAR DEY
Mother's Name	Mrs. MAMATA DEY
Nationality	Indian
Religion	Hindu
Marital Status	Single

SUBJECTS OF INTEREST- Listening to Music, Painting and Watching Films.

LANGUAGES KNOWN- English(R/W/S), Hindi(R/W/S), and Bengali(R/W/S).

COMPUTER KNOWLEDGE- Computer Basics, MS-Word, MS-Excel, and MS-Power Point.

AWARDS RECEIVED- Secured **Certificate for Merit in School and College in Academics** and **Certificates for Punctuality and Best Turn Out in School.**

DECLARATION

I, solemnly declare that the above information is correct and true to the best of my knowledge.

Date: 10TH MAY, 2023

Place: KOLKATA

(SOMNATH DEY)