***Debasish Swarnokar***

***Bankra New Area, Po-Birati, Kol-51.***

***9051588463***

***Swarnokardebasish1991@gmail.com***

**Work Experience:**

* **2 years’ 3 months experience in the field of operation as coordinator at Future Group (Future Retail Pvt. Ltd.) from 5th may 2015 to 16th august, 2017**.
* **1 year experience in the field of customer service executive from 18th august 2017 to 20th august, 2018 at Metro cash & carry India pvt Ltd.**

**Professional/Technical Qualification:**

* **Certified Industrial Accountant (C.I.A) from The Institute of Computer Accountants, Dalhousie, in 2015**

**Modules**: -

* MS Office
* Tally erp9
* Advance Accounting
* SAP

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| **School / University.** | **Percentage%** | **Year** |
| **Calcutta Institute of Engineering And Management** | pursuing | **-** |
| **Mrinalini Dutta MahaVidyapith, West Bengal State University, 2013** Bachelor of Commerce. 2013Subject: - Accountancy (Honours) | Result: 42% | 2013 |
| **Birati MahajatiVidyamandir, Kolkata.**Higher Secondary Examination 2010Class XII ( Commerce ) | Result: 57.60% | 2010 |
| **Birati MahajatiVidyamandir, Kolkata.**Madhyamik Examination2008Class X | Result: 56.5% | 2008 |

**IT Skill:**

* Well Versed With MS Office
* SAP

 **Job Description: 5thmay, 2015 to 16th august, 2017**

* **Updation of CP & MRP of products in SAP after verifying the details of products.**
* **Making NegativeMargin report from SAP to make it rectified.**
* **Making P.O (Purchase Order No.) And Realizing the P.O as per requirement.**
* **Making MIS of daily work in excel sheet.**
* **Send all the completed task related file to the reporting Boss for checking & rectifying in case any error.**
* **Coordinating with stores as per the requirement.**
* **Store visiting whenever any new stores going to be commenced to lead a team regarding operational task.**
* **Meeting with auditors at the time of audit to short out problems regarding mrp, cp updation & providing required files as an evidence.**
* **Short out all the price related miss match & making IDOC in SAP to reflect the correct price in the POS machine.**

**Job Description: 18th august, 2017 to 20th august, 2018**

* Profile- Accounts receivables
* Responsibilities – Sale cash tally & Reconciliation, Daily Sales with Physical Card & Other Reconciliation , Petty cash , Cheque deposit entries, Tracking credit customers over due report, Cash deposits tally, SAP entries (Cheque clearing entries, cheque deposits entry, RTGS / NEFT entry, Bajaj Finance entry etc.) Tracking Bajaj finance, Boom report, cashier shortage report, till discount report, Credit note reports, Employee billing report, Delivery solution report, Pod report, Daily reconciliation of Credit management customers, Monitoring Billing of Remittance customers , Preparing monthly statements , Daily SAP clearing ( GL clearing , Customers invoice clearing , Cheque clearing ) ETC

**Personal Details:**

* **D.O.B - 12/12/1991**
* **Father Name - Bhola Swarnokar**
* **Nationality - Indian**
* **Marital Status - Unmarried**
* **Languages known - English, Hindi and Bengali**
* **Pan Card No. - ERXPS6445D**

**Date:**

**Place: *Signature***