**RESUME**

**ABIR BANERJEE**

S/O Late Basudeb Banerjee

6, Upen Basu Road, Belgharia,

Kolkata :: 700083, West Bengal,

**Mobile :: 80174 - 99845, 93302 - 30652**

**Email** :: banerjeeabir2108@gmail.com

**Date of Birth :: 21.09.1980**

**Objective:**

**S**eeking an opportunity to be associated with your reputable Institution as well as a great environment involved in a **“ADMINISTRATIVE OFFICER”** where my intensive **16 years of experience** will be utilized.

 **Career Profile & Experience**

* **June 2004** > Joined in The Peerless General Finance & Investment Co. **Ltd.** In the year 2004 as a Management Trainee – Branch Support Officer.
* **2005 - 2006** > Engaged in handling Branch Office Operations including handling of **Main Cash**.
* **2007 - 2011** > Engaged in handling Computerised Branch Accounting as an **Accounts Assistant cum main Cashier.**
* **2011 - 2014** > Engaged as an **Executive Operations at Peerless Developers Ltd.**
* **2014 - 2017** > Engaged a **Back Office Operations Peerless Hospital**.
* **2017 – August 2019** > Engaged in Company’s Computer Division & Involved as an **Executive – Operations.**
* **September’ 2019 – September’ 2020>** Engaged as **Cashier** at Sawansukha Jewellers, As a **Cashier cum Clerk** at Adarsha Sishu Niketan K.G. School, As an **Accounts Assistant** at Vishal Coating Pvt. Ltd. (An Export Company).

**Qualification:**

1. Educational Qualification
* Passed B.Com from University of Calcutta - 2002
1. Technical Qualification:
* Advance Diploma in Computer Application (**MS-Office, Word, Excel**).
* Diploma in Financial Accounting **Tally ERP 9.**
* Diploma in Web browsing & Networking.
* Skill of Typing.

Strengths:

* Possessing good Communication Skill.
* Highly Trust Worthy, Discreet & Ethical.
* Problem solving skills with the ability to make thoughtful decisions.

**Declaration** :: I do hereby declare that the above mentioned information is true and best of my knowledge and belief.

Abir Banerjee

**Date :: 15.03.2021**

**Place :: Belgharia, Kolkata**